Secondary Occasional Teachers' Handbook

Prepared by the OTBU D12

Draft 2026-27

The OTBU handbook is regularly updated on the OTBU D12 website.

https://www.otbud12.ca

All efforts have been made to ensure that the material in the OT Handbook is correct and up to date, but errors do creep in. Please verify by going to the original sources.

Sources The TDSB OT Handbook 2024 Occasional Teaching Handbook, Ontario College of Teachers, OSSTF Provincial website, TDSB website, the OTBU D12 website, OSSTF D6b, the OTBU Collective Agreement 2022-2026, OTIP, OTPP, QECO website and the ARM website.

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TDSB Board Policies and Procedures Pertinent to Occasional Teachers

A policy is a statement of intent, governing principles adopted by the Board in public and intended to guide future actions.

https://policies.tdsb.on.ca/search.aspx?ty=P

A procedure is a document issued through the Director of Education governing the implementation of Board policy, or as required to coordinate and control certain aspects of the system operation.

OTBU D12 Handbook Information Sources: Toronto District School Board, Ontario Secondary School Teachers Federation, Occasional Teachers Bargaining Unit D12, OTIP, OTPP, ARM, OSSTF D6b, TBU and the Ontario College of Teachers.

This Handbook is updated throughout the year and with revisions posted on the OTBU D12 website.

Occasional Teachers' Bargaining Unit, District 12

O.S.S.T.F.

95 Thorncliffe Park Drive, Suite 1708, Toronto, ON, M4H 1L7 Phone: 416-423-3600

Email: otbu.office@d12.osstf.ca **Website:** **www.otbud12.ca**

Welcome to a new school year Occasional Teachers.

I hope you had a restful summer and feel prepared for another year of doing what you do best: providing caring, professional support for the students in your classes. The kids, their parents, the absent teacher, the school, and the TDSB all need you.

You are a member of a successful, 106-year-old union, the Ontario Secondary School Teachers' Federation (OSSTF). Teachers have been organized in this province for over 10 decades, and each time we bargain for a new contract, improvements are made to your working conditions and job protections. There were more gains made in these years of contract negotiations than you can imagine! In a union, we all benefit from the collective power of many to pressure our employer and the government to do the right things when it comes to our professional lives. OSSTF knows: Teachers' working conditions are students' learning conditions.

You are receiving this Reference Guide and Planner because you are part of Toronto's Occasional Teachers' Bargaining Unit (OTBU) of OSSTF. We hope you find the information and record-keeping pages within it helpful. Since our contract expired at the end of August 2026, the OTBU will again bargain directly with the TDSB for our local Collective Agreement, just as we have in previous rounds of bargaining.

Occasional teachers work at many schools, so you may sometimes feel untethered in your profession. The OTBU can help with that! We provide you with union information, learning opportunities, and connection with your fellow members. I strongly encourage you to become involved in and knowledgeable about our union. How? By coming to a meeting or two, by attending a PA Day workshop, and by visiting our website. If you have questions or concerns, you can email us. You can read our twice-monthly eNewsletter for important reminders and union events. And, you can give us a call.

The OTBU is here for you, but we also need your involvement. Active union members can collectively influence the direction of the TDSB, the Ministry of Education, and the Provincial government. There's 106 years of evidence within the OSSTF to show that this is true.

In solidarity,

Elaine Karroum

President

School Year Calendar

September 1, 2026, to June 30, 2027

Labour Day Parade	September 7, 2026
First Day of Classes	September 8, 2026
Yom Kippur	September 20-21, 2026
Thanksgiving	October 12, 2026
Diwali	November 6-10, 2026
PA Day	November 20, 2026
OTBU GM	November 25, 2026
Winter Break	December 21, 2026-January 1,2027
Classes resume	January 4, 2027
PA Day	February 12, 2027
Family Day	February 15, 2027
Ramadan	February 8, to March 8, 2027
AMPA	March 12-15, 2027
Mid-Winter Break	March 15 to 19, 2027
Good Friday	March 26, 2027
Easter Monday	March 29, 2027
Passover	April 22-29, 2027
Victoria Day	May 24, 2027
OTBU AGM	May 2 6 , 2027
District AGM	June 10th, 2027 (tentative)
Exams	June 17-24, 2027
PA Days	June 29-30, 2027

OTBU D12 2026-2028 Executive

President:

Elaine Karroum

elaine.karroum@d12.osstf.ca

1st Vice President:

Jamie Whitaker

jamie.whitaker@d12.osstf.ca

2nd Vice President:

Susy Taylor

susy.taylor@d12.osstf.ca

Secretary:

Lillian Speedie

lillian.speedie@d12.osstf.ca

Treasurer:

Michael Fraschetti

michael.fraschetti@d12.osstf.ca

Executive Officers:

Louise Baldacchino	louise.baldacchino@d12.osstf.ca
Mitch Bubulj	mitch.bubulj@d12.osstf.ca
Sarah Giddens	sarah.giddens@d12.osstf.ca
Stanley Treivus	stanley.treivus@d12.osstf.ca

Contact the OTBU if:

- You believe you might be disciplined by administration.
- You receive notice from the College of Teachers that you are being investigated.
- You are questioned or might be investigated by police or CAS.
- The school's admin. has asked you to contact the union.

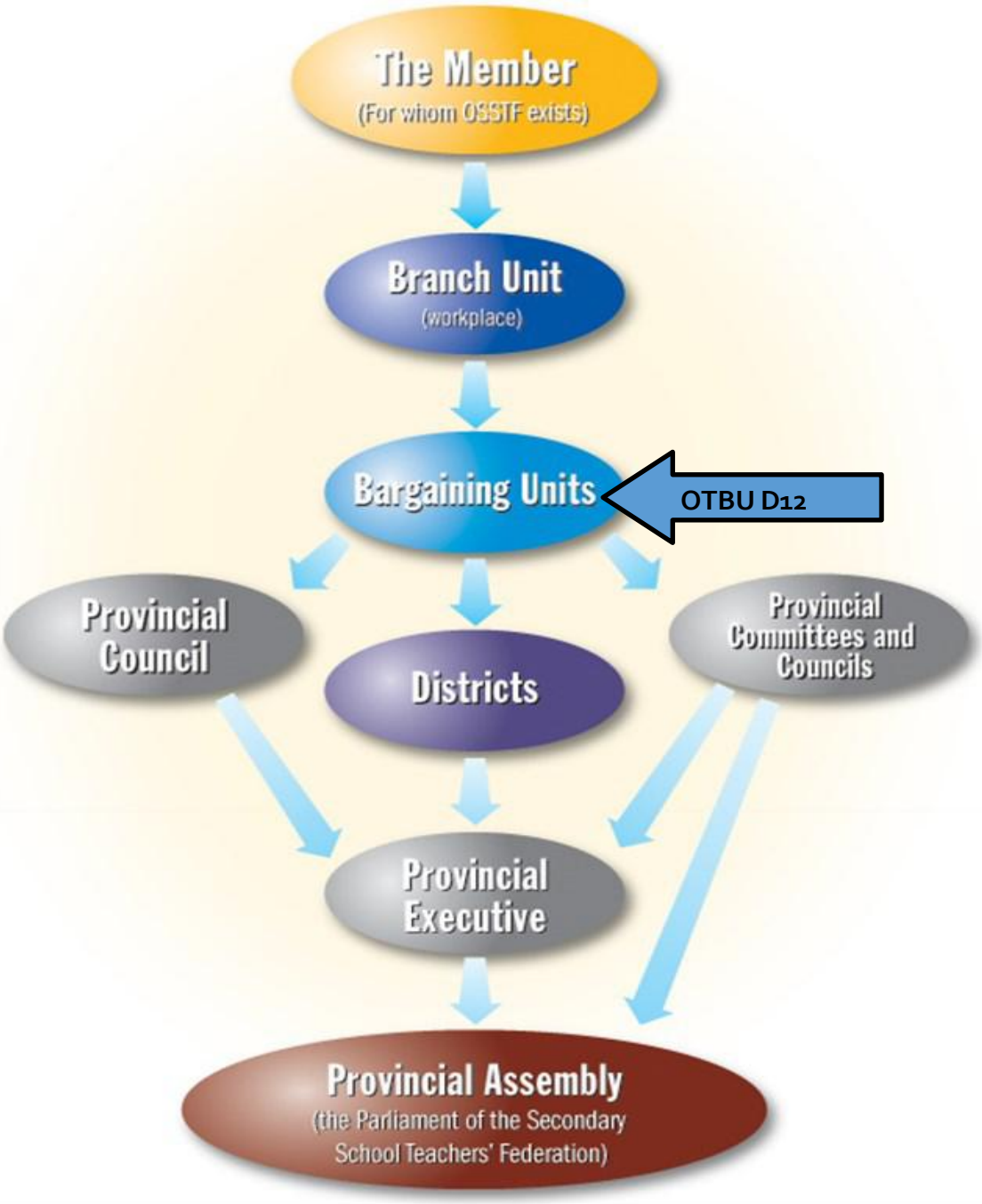
In all situations, indicate that you will be happy to cooperate, but that you must seek counsel before meeting or answering.

Call the OTBU office at ***416-423-3600.***

95 Thorncliffe Park Drive, Suite 1708, Toronto, ON, M4H 1L7 **Phone: 416-423-3600**

Email: otbud.office@d12.osstf.ca **Website: www.otbud12.ca**

How does the OTBU fit into the OSSTF Organizational Structure?



The OTBU Collective Agreement consists of two sections. **Part A** is the Central Agreement negotiated between Provincial OSSTF and the Ontario government. It determines increases to wage and salary levels, benefits, sick leave and class size, among other issues.
CLICK

Part B is the Local Agreement negotiated between the OTBU and the TDSB It covers issues related to working conditions, employment matters specific to occasional teachers and labour rights, among other topics.

See **Documents & Forms** on the OTBU D12 homepage:

http://www.otbud12.ca

What is the difference between the District (D12) and the Occasional Teachers Bargaining Unit (OTBU D12)?

The **District** is the grouping of all OSSTF **Bargaining Units** associated with one employer. In our case the employer is the TDSB. Our district is *District 12, Toronto*.

The **Bargaining Unit** is the group of employees who are part of a particular Collective Agreement. In our case, we are the Occasional *Teachers' Bargaining Unit (OTBU*. We represent all occasional teachers who teach in secondary schools. We do not represent teachers in the Adult Continuing Education programmes and other Continuing Education teachers.

There are two other Bargaining Units in *District 12*, the *Toronto Teachers Bargaining Unit (TBU*) and the *District 12, Professional Student Services Personnel (PSSP)* which represents, social workers, speech and language pathologists and other educational professionals.

This handbook is for the members of the *Occasional Teachers' Bargaining Unit D12* (OTBUD12).

How do members become part of the Bargaining Unit Executive?

The OTBU Executive is elected every two years. All OTBU Executive positions are part-time.

Any member of the Bargaining Unit may run for a position on the Executive.

In an election year, nominations are submitted no later than 20 days prior to the Annual General Meeting in May. Candidates are given the opportunity to make a campaign speech at the AGM and to respond to questions asked by attendees at the meeting. Voting takes place online for approximately one week. The OTBU Election Committee manages the election and an independent voting provider, Union Strategies, handles voting technicalities.

Please see the articles under Regulation 2 – EXECUTIVE of the OTBU D12 Constitution for a detailed explanation of the election process. A description of the duties of an Executive Officer are detailed under Regulation2.4

https://www.otbud12.ca

What does the OTBU do?

The OTBU D12 is the 11th largest BU within the OSSTF

1. Negotiate Part B of the Collective Agreement (CA). Download the CA from-www.otbud12.ca
2. Take your concerns to the TDSB.
3. Represent members when problems arise within a school.
4. Organize General Meetings and Annual General Meetings. *November and May*
5. Organize Professional Activity Days. *November and February*
6. Organize two "Welcome to the OTBU" for new members. Fall and late winter
7. Promote Health and Safety.
8. File Grievances on your behalf when necessary.
9. Represent the interests of OTs and LTOs at the Board, District and Provincial levels.
10. Engage in Political Action.
11. Answer members questions on a variety of issues (call 416-423-3600).

12. Contact the OTBU if:

- You believe you might be disciplined by administration.
- You receive notice from the College of Teachers that you are being investigated.
- You are questioned or might be investigated by police or CAS.
- The school's admin. has asked you to contact the union.

In all these situations, indicate that you will be happy to cooperate, but that you must seek counsel before meeting or answering.

Call the OTBU office at 416-423-3600.

The OTBU Collective Agreement https://www.otbud12.ca

OTBU Constitution https://www.otbud12.ca

For the OTBU D12 FAQs click HERE

What the OSSTF Does?

Founded in 1919, OSSTF/FEESO represents almost 60,000 public high school teachers, occasional teachers, educational assistants, continuing education teachers and instructors, psychologists, secretaries, speech-language pathologists, social workers, plant support personnel, attendance counsellors and many other educational workers.

The mandate of the Federation is to associate and unite teachers and all other employees of educational institutions or local government bodies of whatever nature, or who are employed by or engaged by any organization which provides services to an educational institution or to a local government body, whether directly or indirectly, within the Province of Ontario, and to promote and safeguard their interests.

What We Stand For

We are committed to *protecting and enhancing public education*.
This results in the greatest good for both our members and our province. This is because:

- Without a strong public education system, our diverse, open and prosperous society is threatened
- Without highly capable, dedicated teachers and educational workers, student success is jeopardized
- And without positive learning and working conditions, educational progress is undermined.

As one of the most powerful, progressive forces in the educational community, OSSTF/FEESO can back up its beliefs with action – and really make a difference.
All our efforts to *protect and enhance public education* are founded on the value of public education and the five principles required to sustain it.

OSSTF/FEESO's Provincial Office operates in three major areas

1. **Protective Services** which include negotiations, pay equity, organizing new members and grievance/arbitration.

2. **Educational Services** which include professional development, union training, curriculum testing, member resource materials.

3. **Communications/Political Action** which includes publications, media releases, media relations, lobbying, coalitions and international assistance.

In addition, the Provincial Office also houses the following departments: accounting, database services, information technology, certification, production, administration and a research library.

Get Involved

Join Committees/Attend OTBU Meetings

Local

- Equity Committee
- OTBU Health & Safety Committee
- Collective Bargaining Committee
- Anti-Harassment & Anti-Bullying Appeals Committee
- Grievance Appeal Committee
- Be an AMPA Delegate (Annual Meeting of the Provincial Assembly)
- Health and Safety/ Political Action
- Attend the General Meeting in November of each year, and the Annual General Meeting in May of each year
- Join the OTBU at the Labour Day Parade
- Attend our twice-yearly Professional Activity Day events
- Run for OTBU D12 Executive office

… and more!

District 12

- Black, Indigenous and Workers of Colour (BIWOC) Committee
- Communications & Political Action Committee
- Human Rights Committee
- Status of Women Committee
- Pride Committee
- Political Action
- Attend the Annual District General Meeting in June

… and more!

Provincial

- Certification Council
- Collective Bargaining Committee
- Comité des services en langue française
- Communications/Political Action Committee
- Educational Services Committee
- Be a delegate to the Annual Meeting of the Provincial Assembly (AMPA)

… and more!

Annual OT Responsibilities (Five in all)

All members must work a minimum of 20 days to stay on the Secondary OT roster.

Retired teachers can work a maximum of 50 days-*plus*. See the OTPP website for details. The OTBU D12 is not able to advise retired OTs on OTPP rules.

https;// www.otpp.com/en-ca/members/life-events/living-in-retirement/your- reemployment-limit/

1. OT Roster Renewal for the following year

In early May the TDSB will send **the OT Roster Renewal link via tdsbNOW, the weekly Monday email from the Board. Check your email.** If you do not respond in the affirmative by June 30th, you will be dropped from the roster. If you forgot to do so by, during the month of July you can apply for **Re-instatement**. If you realize by September that you forgot to apply for re-instatement, then you apply through **Recruiting.** There is no guarantee of being placed back on the OT roster, in either case. If you are put back on the OT Roster there may be restrictions or requirements.

See the following pages for more information on Re-instatement and Recruiting.

2. The Annual Employee Offence Declaration (AOD) and Police Record Check (new)

You will be sent an email in the spring reminding you to update your AOD, but you can go on the TDSB website and do this earlier. **Police Record Check** (new)- next page.

3. Ontario College of Teachers

You have to renew the OCT by mid April. The current fee is $200. If you renew after the deadline a penalty is charged. You do this on your own. The TDSB does not deduct the fee from your pay slip for non-contract teachers.

4. Compliance Training Courses

You are to complete any required compliance training courses. These are found in **my*Path*** on the TDSB website. LTOs are not compensated for this. Daily OTs may be compensated. For retirees this counts towards your 50 days as either a 1/2 or a full day-check your December or February paystubs. Due January xx, 2027. Note: the TDSB and OTPP are unforgiving on this point if you make an error in tracking your days.

AND

- *The TDSB only contacts its employees via the TDSB email system. Check weekly.*

You should access this site on a regular basis for updated forms and important information.

Forms and Information- Occasion Teaching click: Forms and Information - Occasional Teaching

5. Enhanced Police Record Check - Starting March 2, 2026

The province has introduced enhanced police record check requirements for Ontario school boards, including new timelines for individuals whose most recent check was **collected before September 1, 2021**.

Employees, volunteers, service providers, and students on placements must provide a new police record check every five years, or following a criminal charge or conviction. Most employees who work in schools will require a Vulnerable Sector Check. The Police Record Check Office will **begin emailing staff on March 2** if a new police record check is needed.

Emails to staff who require a new check will indicate the deadline and the type of check required. For more information, visit the **Police Record Check page on tdsbWEB** or email PoliceReferenceCheckOffice@tdsb.on.ca.

What's Changing

- Police record checks are limited to two prescribed types:
  - **Criminal Record and Judicial Matters Check (CRJMC)**
  - **Vulnerable Sector Check (VSC)**
- All employees, volunteers, service providers, and students on educational placements must provide a **new police record check every five years**.
- Individuals who are charged or convicted of a criminal offence must provide an updated check.
- New timelines apply to:
  - new employees, volunteers, and service providers
  - existing staff based on their last police record check
  - individuals without a previous check on file

The Police Record Check Office will begin requesting updated police record checks from current employees and other individuals **by March 2, 2026.** Staff who require a new check will receive an email indicating both the deadline and the type of check required by employees, service providers, volunteers, and students on an educational placement are expected to pay for their police record checks. (About $72).

School boards can implement measures that allow employees to continue working while they are waiting for their police record check to be processed.

In circumstances where employees have a positive criminal record, TDSB will apply the Interim Measures Procedure (PR743) during the investigation. Each circumstance will be reviewed on a case-by-case and position-by-position basis.

Summary. The Enhanced Record check must be done every 5 years. It is now a requirement to stay n the OT roster. The Record check is on-line and takes about 10 minutes. It is staggered, you must have it done by the month you have a birthday in 2026, starting with April. E.g. If you were born in September, you must have it done by September 2026. It can take 2-23 months to complete. DON" T wait until the month of your birthday. If it was in September fill out the online form in May or June. If you were born in April, May or June complete it ASAP. The Record Check is for where you live, not where you work, and is transferable.

Daily routine of an OT

- Arrive at the school by 8:30 am. Have the job number with you, just in case.
- Check in with the main office and let them know you are in for _____.
- You will be given a folder with a school map, contact phone numbers, emergency lockdown procedures, school timetable, teacher timetable, attendance policies etc. In the folder might be work that the teacher has left for the classes. Check to see if it is Week A or Week B, some schools alternate the morning classes between periods 1 and 2.
- You should also be given the keys to the classroom and the staff washroom. If you do not receive keys call the OTBU office-466-423-3600- and let us know, at your convenience.
- Be in the classroom by 8:45.
- Put your name of the Board, so the students know who you are.
- The teacher may have left work for the class on the desk if it was not in the folder. In most cases class work will be found in either Google Classroom or Brightspace.
- First task is to take attendance, likely in one of two ways. In the folder there might be a paper list of the students for each class, some schools submit the attendance electronically. Instructions on how to do this with the password to log should be in the folder. Most classrooms have a computer on the desk, but not all.

You can read out the students' names for attendance. However, if you want to avoid being Mr. Garvey (*see YouTube -Mr. Garvey substitute teacher)* have them write their name- first and last - on a sheet of paper, some classes might have two Liam's or three Sofia's. Then compare that list to the paper list. Most schools want the attendance sent down by 9:20.

- Your task is now to supervise the class.

Repeat for all periods.

- You might be given an on call, that is covering another class for a teacher who is away. This can be either a half or full period. Daily OTs can do full period on calls and there is no upper limit to how many you can do in a year. However, LTOs have the same workload as contract teachers who have an upper limit of 27 on calls plus 5 supervision periods.
- At the end of the day return the keys and folder, and if necessary, leave a note if anything unusual happened in the class with the office. This is rarely necessary but good practice.
- It is always a good idea to write a note to the teacher, using the TDSB email system, on how the classes went. Keep it short but be sure to add your employee number with your name. Teachers can ask for you specifically and can input your name into SFE directly. 70% of all jobs are prearranged.

TDSB Occasional Teaching Reinstatement Request Process

The Board will review the composition of the Occasional Teacher List and may, at its discretion, remove the name of any occasional teacher who has not taught for at least twenty (20) full-time equivalent days by June 30th of each year.

If you were **unable** to complete the required number of days as per your Collective Agreement, or renew online by June 30th of the school year, submit your reinstatement request via the link which the TDSB usually sends out in July to your TDSB email.

This must be done during the month of July. Employee Services will look at re-instatement requests during the month of August. The reinstatement request process closes on September 1st. *Reinstatement is not guaranteed.*

After September 1st, those OT members who did not complete their 20 days or did not do the OT renewal check and did not apply for re-instatement can only apply to be placed on the OT roster through TDSB Recruiting (*see next page*). *Reinstatement is not guaranteed.*

If you have been provisionally reinstated to the Secondary Occasional Teaching List, for at least twenty (20) full time equivalent days by June 30th **you may be required to teach for a minimum of ten (10) full time equivalent days between February 1 and June 30 to qualify for reinstatement to the Occasional Teacher List.**

Contacting the Secondary Recruitment office.

secondaryrecruitment@tdsb.on.ca

Recruitment

If you were dropped from the OT Roster and did not apply for reinstatement in July, then you must go through the recruitment process to be placed back on the OT roster.

The Secondary Teaching Office is responsible for recruiting and hiring Secondary Teachers, Occasional Teachers and Continuing Education Teachers for the TDSB. The Secondary Teaching Office also assists secondary school and system leaders whenever needed.

Contacting the Secondary Recruitment office:
secondaryrecruitment@tdsb.on.ca

Carla Alves,
Recruitment Administrator 416 397-3871 carla.alves@tdsb.on.ca

- **Emergency Replacement Teachers (new hires)**
- **Recruitment (including Occasional Teachers)**
- **Retired Administrators**
- **Retired Teachers – Supply Work**

Rosanthy Raja, 416 397-3937 rosanthy.raja@tdsb.on.ca

Recruitment Assistant

- **Recruitment Process**

Maria Floros, 416 393-8092 maria.floros@tdsb.on.ca

Recruitment Assistant (acting)

- **Application Process**

Forms and Information - Occasional Teaching

Forms and Information - Occasional Teaching

Welcome to our Occasional Teaching site. You should access this site on a regular basis for updated forms and important information.

Important Information for Occasional Teachers

Follow this link to access the following:

- Occasional Teaching Online Renewal
- Annual Offence Declaration
- Occasional Teaching Newsletters
- Occasional Teaching Handbook

and other important communication from the Occasional Teaching Department.

Elementary & Secondary Occasional Teacher Forms

- LTO Application Form
- Change of Information
- Change in Salary - Online Letter of Intent
- Miscellaneous Leave Form for Long Term Occasional Teachers
- Leave of Absence Form - Occasional Teachers

Note: Please download and open the pdf document in Adobe (not in Internet Explorer, Chrome, etc). Once the form is filled out, click on Submit and the form will automatically be attached to an email.

- Long Term Occasional Teacher Evaluation Process and Form (to be completed in or after the 4th month of the same LTO assignment)
- Long Term Occasional Teacher Evaluation Process and Form (to be completed in or after the 4th month of the same LTO assignment)

Occasional Teaching: Elementary and Secondary

Employee Services > Partner Resources

Employee Name	Key Areas	Phone Number	Email
Sam Venneri Nikala Kirkopoulos Staffing Assistant	• SFE Staffing Officer • Employee Services	416 397-3736	sam.venneri@tdsb.on.ca
Xenia Facun, Administrator	• Leaves of Absence Occasional Teachers Renewal	416-397-3252	xenia.facun@tdsb.on.ca
Karshini Ariyaratnam Administrator	• LTO Postings • LTO Recommendations		karshini.ariyaratnam@tdsb.on.ca
Ginger Peacock, Assistant	• Emergency Replacement Teachers (renewal, temporary position set up) • LTO Evaluation Reports	416-338-4073	ginger.peacock@tdsb.on.ca
Patricia (Pat) Matsoukas, Assistant	• Emergency Replacement Teachers (renewal, temporary position set up) • LTO Evaluation Reports	416-338-4074	patricia.matsoukas@tdsb.on.ca
Therisha Santos	• (LTO LC1 & LC2, OT first letter of last name A-L) • LTO/OT Appointments/Records	416-397-3249	Therisha.Santos@tdsb.on.ca
Terri Delaney, Records Assistant	• (LTO LC3 & LC4, OT first letter of last name M-Z) • LTO/OT Appointments/ Records	416-397-3007	terri.delaney@tdsb.on.ca
Danica Ignjatovic, Dispatcher	SmartFindExpress (SFE)	416-338-4747 Option 2	danica.ignjatovic@tdsb.on.ca
Mesgana Shifara, Dispatcher	SmartFindExpress (SFE)	416-338-4747 Option 2	mesgana.shifara@tdsb.on.ca

Additional Information- Secondary Occasional Teachers

Helpful information (links to Hand- book, Benefits information, TDSB website, Policies & Protocols, etc.) available on the OTBU website

Job Postings can be found on the external site www.tdsb.on.ca in the "About Us Sec- tion" and "Recruitment Opportunities".

Job Postings can also be found on the Boards Intranet site http://tdsbweb/, in the "Employee Services" section called "Job Postings"

SmartFind **https://secure.tdsb.on.ca/sfe**

416-338-4747, option 2

Payroll Reception Desk

- Phone ➔ 416-395-9642
- Fax ➔ 419-395-8300 or 416-395-4938

Police Offense Declaration Form completed annually between March and June
www.tdsb.on.ca/forms/od

Enterprise Helpdesk contact information:
By E-mail
enterprise.helpdesk@tdsb.on.ca

By Phone

395-HELP (4357) Option 5

Have your TDSB Employee Number available.

Have your Remedy Ticket Number available if you are calling about an existing ticket.

If you are leaving a message, please spell your name; provide the phone number and the most convenient times for a call back.

By Fax

- **(416) 394-4721**

Government Information

Lost SIN card, Employment Insurance, Health Card, Passports, etc.
http://www.servicecanada.gc.ca/

Contact OTBU

Office telephone number: 416 423-3600

Office e-mail address: otbu.office@d12.osstf.ca http://www.otbud12.ca

Accessing Your **Annual Offence Declaration** (AOD) and the new **Police Record Check**

This is a legislative requirement of all employees related to ongoing employment in all Boards of Education. It must be completed no later than June 30, 2027, prior to starting work in the 2027/2028 school year.

A reminder to complete the AOD and Police Record Check is sent to your TDSB email account in early April.

1)Log into TDSBweb (TDSB's main page)

2) Click on ServiceIT.

3)Scroll down to "Announcements" where you'll find "New Police Record Check"

4) You'll see a box that says, "New Police Record Check Requirements FAQ. Underneath the heading "How do I submit my Police Record Check or Annual Offence Declaration" click on the link called Employee ORC and AOD Declaration Form.

5) Scroll right down until you see: * Which declaration are you completing today?

6) Check off Annual Offence Declaration.

7) Complete the declaration.

When you're done, you'll receive an email confirming that you've submitted the declaration. That's it until next year.

TDSB Compliance and Mandatory Training

Found in myPath on the TDSB Home Page

As an employee of the Board, you are required to participate and complete Board mandated and Ministry legislated compliance and mandatory training.

This training is governed by various Provincial acts and regulations as well as Board policies which prescribe the requirements for the Toronto District School Board to ensure training and instruction is provided to all employees:

- **Accepting Schools Act: Ministry of Education Bill 13**
- **Accessibility for Ontarians with Disabilities ACT (AODA)**
- **Dealing with Abuse and Neglect of Students (PO45)**
- **Occupational Health and Safety Act**
- **Supporting Children and Students with Prevalent Medical Conditions in Schools (PPM 161)**

Please access the http://tdsbweb.tdsb.on.ca/ComplianceMandatoryTraining/ website to understand the training required for Occasional Teachers. Questions can be directed to the Occasional Teaching Office.

LTOs are not compensated for this. Daily OTs may receive half days pay for compensation. Retirees should note that this half day /full day counts toward your 50-day limit.

AND from the Ontario College of Teachers

Sexual Abuse Prevention Program

All Ontario Certified Teachers (OCTs) are required to successfully complete the Sexual Abuse Prevention Program.

Check the OCT website for further details.

Ontario's Teaching Regulator | Ontario College of Teachers

Compliance Training, Payment and a special note for Retirees

An email will be sent from the TDSB on Compliance training.

Some sections from the 2026 email.

Dear Staff, As part of our work to support TDSB's Multi-Year Strategic Plan (MYSP), and in accordance with TDSB policies and legislation, all TDSB employees are required to complete annual Compliance Training by January xx, 2027. This includes courses assigned to you through myPATH.

- All courses within the training suite are accessible in myPATH and must be completed by January xx, 2027. Staff who hold multiple assignments regardless of whether it's one bargaining unit or multiple bargaining units, will only need to complete the courses in myPATH once. Failure to complete all required courses may result in a review of your employment status with the Board.

Staff in a Long-Term Occasional Teaching (LTO) assignment are expected to complete the training during their regular working hours. LTOs are expected to complete the training as part of their LTO assignment.

- Staff in an LTO assignment will not receive additional compensation for completing the training.

All Occasional Teachers and Emergency Replacement Persons not on approved leave must complete compliance training during non-work hours.

- Staff may be compensated once all courses are completed. Compensation for completion of compliance courses will not be considered earned until all requirements are met, and the Board confirms
  and verifies completion.
- Compensation for completed courses will not count towards a day worked (e.g., payment will not count towards maintaining status on a list, benefits eligibility etc.).
- Staff may be compensated for a ½-day at the current OT daily rate once all courses are completed.

Retirees

Please note that if you are a Retiree receiving OTPP payments and you complete all required Compliance Training (2024-2025), **either a half-day or a full day of work** will be added to- wards your OTPP Re-employment limit for the school year.

The date allocated to your calendar for re-employment days is determined by the training completion date (the date you completed all required training in myPATH).

When calculating your days worked, please allocate this half-day or full day based on your training completion date and not the payment date to ensure you do not exceed your 50-day OTPP re- employment limit. The half or full day or compliance training **does not count toward the 20 days** needed to stay on the OT roster. Questions related to OTPP Re-employment limit can be directed to: benefitpensionassistance@tdsb.on.ca.

Social Media and the TDSB

All OTs should be familiar with Operational Procedure PR735
https://policies.tdsb.on.ca/uploads/files/live/89/2263.pdf

Some Highlights from PR735

OBJECTIVE

- To support staff with professional use of social media.
- To provide a safe, positive and respectful online learning and working environment through professional use of social media in a manner that is compliant with applicable law and related TDSB policies and procedures.

Some relevant sections:

6.1.2 Staff may use social media to complement their teaching and/or professional development. TDSB employees must maintain a sense of professionalism when using social media in both their personal and professional lives. Communication on social media can shape public opinion about oneself, profession, school, the TDSB or public education generally.

6.1.2. Use of social media presents certain risks and carries with it certain responsibilities. Staff should remember that social media communications are qualitatively different from other forms of communication in terms of their permanence and potential for broad circulation. Communication and undertakings with stakeholders should be guided with integrity, respect, care, professionalism and trust.

6.1.3. The requirement of staff to interact with other stakeholders in a manner which reflects integrity, respect, care, professionalism and trust extends beyond the working day, and more specifically, into the realm of social media. TDSB staff are expected to maintain a formal, courteous and professional tone in all communications with all stakeholders to ensure that professional boundaries are maintained. Any and all social media use or online content must not include materials insulting, libelous, demeaning or offensive to the Board, students, staff or school communities, undermining the Board's reputation.

6.1.7. TDSB staff are prohibited from excess social media use during regular working hours for non- Board related purposes. 6.1.8. Sharing content on social media and other online platforms by staff during and outside of work hours that adversely affect the rights and privacy of Board staff, students or other school community members is prohibited.

Continued…Social Media and the TDSB

6.2.12.

When sharing opinions online, staff should be mindful of the potential impact those opinions may have on students, staff and the TDSB.

6.3.7.

The TDSB considers classroom social media accounts and sites as an extension of the classroom. What is inappropriate in the classroom should be deemed inappropriate online.

Non-Compliance

6.6.1. Individuals who fail to comply with TDSB policies and this Procedure may be subject to disciplinary action, up to and including termination of employment.

6.6.2.Inappropriate use of social media or online platforms may also result in criminal charges or civil actions, where appropriate. Inappropriate use of social media or online platforms may also result in criminal charges, a report of professional misconduct to a governing regulatory body (e.g., Ontario College of Teachers, Ontario College of Social Workers and Social Service Workers, etc.) or civil actions, where appropriate.

See the Policy Document from the Ontario College of Teachers. Page xx of this document of on their website.

Professional Advisories | Ontario College of Teachers

Summary

Do not engage with students on social media-**period.** Asking a student to be a Facebook could/will result in employment termination. It has happened.

Posts on social media are not confidential. Do not say anything you would not say in front of the principal at a staff meeting.

Never take a picture of a student without permission

When using the TDSB email system always be professional in tone and language.

New to the OT Roster

Contact the OTBU Office when in doubt.

Daily and Long-Term Work

Daily OT

Occasional Teacher. Every day you could be in a different school. Smart Find Express (SFE) is where you find daily OT jobs. However, over 50% of all jobs are pre-booked by teachers or schools who know you. More information can be found IN THE SFE section.

LTO

Long Term Occasional. You are filling in for a contract teacher for at least 10 days and potentially for the balance of the year. All LTOs end at the conclusion of the year. You would be responsible for course preparation, marking, mark entry etc., *everything that is required of a contract teacher.* Most LTOs are advertised on the TDSB website under **Job Postings-**Long Term Occasional. More information can be found on pages x.

Rate of Pay

OTs: There is a fixed daily rate. See the Collective Agreement (CA) or page 32..

LTOs: You are paid according to the contact teacher pay schedule. Your rate of pay is determined by experience and your qualification rating. There are 4 qualification ratings. The Qualification Evaluation Council of Ontario (QECO) determines your rating. QECO only deals with the teacher directly. It is YOUR responsibility to make sure your qualifications are reported to payroll for correct placement before the end of the LTO. LTOs count for experience. The Letter of Intent must be in before the end of the LTO. See the OTBU Collective Agreement.

Yearly Requirements

By the end of June you must

- Complete your Annual Offence Declaration (AOD) form.
- Have completed 20 days as an OT or an LTO.
- Respond to a Board email sent in early May asking if you wish to stay on the OT roster. **NOTE** This link to the Renewal may be in the Monday TDSB Now email.
- Have completed all necessary compliance training courses.

Failure to do to 2 and 3 will result in your being dropped from the OT roster on July 1. During July you can apply for Re-instatement. Starting August 1, you then have to go through Recruiting to get place back on the roster.

Other areas of interest found in this Handbook: Benefits, leaves, PA days, Board policy etc., union activity, EI ARM etc.

Reimbursement of Expenses/OTBU Payment to Members

The OTBU does not issue physical cheques for reimbursement to cover expenses occurred on behalf of the OTBU or payment to members for certain related union functions. You will have the option of either E-transfer or Direct Deposit.

The Classroom and the Occasional Teacher

from the OSSTF to their Contract Teachers

"It is important to remember that occasional teachers are certified teachers and should be treated with the same respect as any other member of your staff. By the very nature of their work experience, occasional teachers can provide a great deal of insight into our educational system. It is in the interest of the classroom teacher, the occasional teacher and the students that everyone works together as an effective team".

OSSTF/FEESO advises that classroom teachers:

- Prepare your students, when possible, for your absence.
- Be clear with your students about your expectations in the event that an occasional teacher is brought in to cover your class.
- When possible, let your teaching colleagues know when you are going to be away so that they can support the occasional teacher.

OSSTF/FEESO suggests that classroom teachers:

- Leave a clear seating plan on the desk and a class list.
- Leave instructions for any emergency procedures specific to your room or students.
- Leave washroom and break protocols.
- Leave information to indicate access to resource rooms, student success teachers or other supports as appropriate.
- Leave a name and room number for another teacher on staff who might provide support to the occasional teacher.
- Be clear in your expectations for the period/day. Set specific goals for the period as it helps to keep students motivated and on-task.
- Ask for summary notes from the occasional teacher.

After you have had an occasional teacher cover your class:

- Reflect on the summary notes from the occasional teacher.
- Follow-up with students who were disruptive for the occasional teacher.

If you encounter an Occasional Teacher in your workplace, make them feel welcome and offer them your support.

Retiring Teachers: Moving from the TBU to the OTBU

When a teacher submits their letter to tender their retirement, they are provided with an acknowledgement letter and asked if they are interested in being considered for placement on the Occasional Teaching List. An email address is provided for whom to contact at **People and Culture** (formally Employee Services). On receipt of that response email the prospective retiree is advised that their last principal will be contacted for a reference. The teacher's status with the Ontario College of Teachers must remain in Good Standing and their Annual Offence Declaration (AOD) must be complete.

As of 2026 being added to the OT roster is not a given. Additions are based on the perceived needs of the TDSB.

From **People and Culture** (formally Employee Services)
*"Retirees are sent a letter with the information for being considered for placement on the Occasional Teaching List. If interested, they can email their Certificate of Qualification to the Secondary Recruitment Office at maria.floros@tdsb.on.ca within **60 days** of their retirement date."*

Contact numbers:

Carla Alves
Recruitment Administrator
Secondary Teaching – Employee Services
carla.alves@tdsb.on.ca – (416) 397-3871

Maria Floros, 416 393-8092
maria.floros@tdsb.on.ca

Summary:

When you submit your letter of intention to retire to the TDSB, they will send you the entire package with all the information you will need to make that decision, and all the paperwork required. You simply complete the forms that work for you.

...continued next page

continued…

Retiring Teachers: Moving from the TBU to the OTBU

If you decide to begin occasional teaching for the next school year, you indicate that by completing the forms they supply to you, and your employment with the TDSB continues as an OT with all your records of teaching experience and salary grid information.

You are required to cover a minimum of 20 days per year to maintain your position on the OT roster. The Ontario Teachers' Pension Plan (OTPP) allows you to work for a maximum of 50 days per school year without affecting your pension. If you go over 50 days, your pension could be affected. It is, however, possible to work **more than 50 days.** See the **OTPP** website for more details. The OTBU cannot advise you on the work limit for retirees.

Your per diem rate as a daily OT is prescribed by our Collective Agreement (see below). Should you cover for one teacher's timetable for ten consecutive days or more, likely by that time to include prep and marking responsibilities, you would be deemed a Long-Term Occasional teacher (LTO) and your remuneration would be based on your position on the contract teacher's salary grid. *See page xx*

Short Term Occasional Teachers

11.1.0. A Short-Term Occasional Teacher shall be paid a per diem rate according to the following schedule based on the number of full-time equivalent days worked.

Effective Date	0 – 100 Full-time Equivalent Days	After 100 Full-time Equivalent Days
September 1, 2022	250.62	275.68
September 1, 2023	258.14	283.95
September 1, 2024	279.30	291.76
September 1, 2025	286.28	299.05

TEACHERS'™ PENSION PLAN
ONTARIO

Re-employment in Education

Introduction

There is a limit on the number of days you can work in a school year after retirement without interrupting your pension. Here's what you need to know about the rules.

Who is a re-employed pensioner?

For pension plan purposes, we consider you a re-employed pensioner and subject to re-employment rules if you meet the following conditions:

- you have ceased employment in education;
- you have received a retirement pension payment from the plan; and
- you are then employed by or otherwise engaged, directly or indirectly, to provide services for compensation for an employer who participates in the pension plan.

This definition includes all re-employment, teaching or non-teaching, whether done on an employment, self-employment or third-party basis. If you aren't sure whether your employer participates in the Teachers' plan, ask your employer or contact us.

Also note that you can't forfeit your pay to circumvent the rules. If the position or duty entitles you to compensation and you decide to decline it, your service will still count toward the re-employment limit.

The limit

You can work directly or indirectly for a participating employer for 50 days in each school year you work following retirement without interrupting your pension. It is your responsibility to count the number of days you work.

Exceeding the limit

You can work until the end of the month in which you exceed your limit without affecting your pension. If you continue to work after the month in which you exceed the limit, even if for only part of a day, you will not receive your pension for that month.

Notify us immediately if you plan to work after the month in which you exceed the limit. We will suspend your pension for as long as you continue to work.

Example

Jocelyn plans to do some supply teaching in the upcoming school year. Here's a possible scenario to help illustrate what Jocelyn needs to do, and when, once she becomes re-employed.

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Days	0	12	10	6	8	14	0	11	5	3

Jocelyn's 50th day of re-employment would occur in February. She would exceed the limit in April.

Jocelyn can work until the end of April without affecting her pension. Since she will work additional days past April of that school year, she must notify us as soon as she exceeds the limit. We will suspend her pension beginning in May.

If she changes her mind and doesn't work beyond April of that school year, she does not need to contact us.

5650 Yonge Street, Toronto, Ontario M2M 4H5 Website: www.otpp.com
416 226.2700 or 1 800 668.0105 Fax 416 730.7807 or 1 800 949.8208

0150 (09/12)

Exceeding the limit, cont'd

For more information on how your pension may be affected if you exceed the limit, review our summary at the end of this fact sheet. If you're still unsure, contact us.

Working in August

You may be asked to work in August to set up for the next school year.

Days you work in August will only be included in the subsequent school year if they are part of the existing calendar associated with your position. If they are not, and you have already exceeded your re-employment limit for the current school year, these days will count toward the current school year and your pension will be suspended in August.

If you continue working in September and beyond, your pension will remain suspended until you have a month with no re-employment service.

Failure to report

Under the *Teachers' Pension Act*, you must record the number of days worked in education. You are obligated to supply the details of your return to work in circumstances where we require additional information. If you fail to provide this information within a reasonable time after it is requested, your pension will be suspended. Any pension payments you were not entitled to receive must be returned, with interest.

What counts?

For pension plan purposes, your work after retirement is subject to re-employment rules if you:

- work in any capacity for
  - a school board in Ontario;
  - a designated private school;
  - a designated organization; or
  - the Ministry of Education*.
- work as a teacher (includes, but is not limited to, tutor, guidance counsellor, librarian, vice-principal, principal or other supervisory officer positions)
  - under an authorized exchange program;
  - for an Ontario government ministry; or
  - for the Toronto and Region Conservation Authority.
- work as a volunteer and you are entitled to compensation (including gifts or honorariums) for the position or activity (applies even if you don't accept payment to which you are entitled).

* If you work, or have worked, in a non-teaching capacity for the Ministry of Education, contact us to determine how re-employment rules affect you.

Volunteer work

The re-employment rules may apply even if you don't get paid for your work. You can't forfeit your pay to circumvent the rules. If the position or duty entitles you to compensation and you decide to decline it, your service will still count toward the re-employment limit. Keep in mind that payments for services rendered may include gifts and gift certificates.

Re-employment in education summary

Situation	What you need to do	What happens to your pension
■ You are re-employed and don't exceed the limit. ■ You are re-employed and you don't work beyond the end of month in which you exceed the limit.	■ Notify your employer that you are a pensioner when you accept a job. ■ Track the number of days you work.	■ You will continue to receive your pension without interruption.
You continue to work **after the month** in which you exceed the limit.	■ Notify us as soon as you start working after the month in which you exceed the limit. **Note:** If you have additional deductions taken from your pension (i.e., spousal payments, insurance premiums), consider how you will make alternate payment arrangements.	■ Your pension will be suspended for each month you continue to work. ■ Your pension resumes without change the month after your last day of re-employment. You cannot return to work again during the month in which your pension is reinstated.
You: ■ return to work as a pensioner for the first time after Dec. 31, 2008; ■ will work for a year or more; and ■ choose to accumulate credit during your entire period of re-employment.	■ Contact us **before** you begin working for the **first time** as a pensioner. ■ Let your employer know immediately that you will be contributing for your entire period of re-employment. ■ During your last month of re-employment, contact us to apply to begin your pension again.	■ Your pension will be terminated and contributions will be deducted during your entire period of re-employment. ■ When you retire again, your pension will be recalculated to include the additional credit you accumulated while re-employed and based on pension rules in effect when you apply for your pension again. ■ If you end up working for less than a year, your pension will not be recalculated and we will refund the contributions you made, with interest, after we reconcile pension records with your employer. ■ Your pension will resume without change the month after your last day of re-employment.

People and Culture, *(aka Human Resources aka Employee Services)*

From the TDSB Website

P&C Contacts: Employee Services > Partner Resources > Secondary Teaching

Welcome to People & Culture

The Toronto District School Board (TDSB) is one of the largest school boards in North America.
Our staff are among the most qualified in the world. With almost 42,000 employees serving more than 236,000 students throughout 582 schools, these students rely on your professionalism and dedication to be the best they can be.

As we continue to undergo changes, this web site will provide you with the necessary forms and information about re-organization, employee benefits and services, health and safety and much more.

For the following services, please contact:

Compensation Services (Benefits, Payroll) Reception 416-395-9642
Elementary Teaching Reception 416-397-3364

Secondary Teaching Reception 416-397-3580

Support Staff Reception 416-397-3121
Other Employee Services Contacts:

Payroll: TDSB sign in page>Operations>Payroll Payroll Services
Compensation, Benefits and Pension:

TDSB sign in page>People and Culture>Benefits

Welcome to Compensation, Benefits & Pension Administration

TELUS Health One - Employee and Family Assistance Program for TDSB

The EFAP phone numbers:

- Toll-Free: 877-847-4525
- Local (GTA): 416-956-2979

24 hours a day, seven days a week, 365 days.

Staff can also access EFAP services online at one.telushealth.com using their TDSB credentials. Login Using your TDSB credentials. Connect with a professional consultant for support, strategies, tools, and referrals. Access hundreds of articles, e-books, audio recordings, assessments, toolkits, and more. You may invite up to five immediate family members by clicking the profile icon at the top right corner of the screen.

People and Culture Occasional Teaching Directory

People and Culture (Employee Services) Location:
5050 Yonge Street, 2nd Floor
Toronto, Ontario M2N 5N8

Wendy Terro, Centrally Assigned Principal - Secondary, TDSB wendy.terro@tdsb.on.ca

{abe.nazirzadeh@tdsb.on.ca **416-397-3479**
Responsible for Occasional Teacher contract negotiations, maintenance and implementation of Collective Agreements for Secondary Occasional Teachers

Sam Venneri, Officer Employee Services - Occasional Teaching SFE

{sam.venneri@tdsb.on.ca} **416-397-3736**
Responsible for management of Automated Dispatch System (*SmartFindExpress*) and administration of collective agreements for Elementary and Secondary Occasional Teachers

Nikala Kouropoulos- Staffing Assistant 416-397-3686

Gurdip,Dhesi, Administrator - Occasional Teaching

{dhesi.gurdip@tdsb.on.ca} **416-397-3121**
Responsible for management of LTO and Occasional Teaching Records; supports in all administration functions pertaining to the Occasional Teaching Department.

Ginger Peacock, Assistant - Occasional Teaching

{ginger.peacock@tdsb.on.ca **416-338-4073**
Provides administrative support to management team on all matters related to occasional teaching, including records and data in SAP and SFE and front-line support on SFE Teaching Dispatch System.

Patrica Matsoukas, Assistant - Occasional Teaching

{patricisa.matsoukas@tdsb.on.ca **416-338-4074**
Provides administrative support to management team on all matters related to occasional teaching, including records and data in SAP and SFE and front-line support on SFE Teaching Dispatch System.

Occasional Teacher Documentation:

Alex Atkinson alex.atkinson@tdsb.on.ca **416-397-3249**
Records Assistant for Occasional Teachers with the last name A-L

Terri Delaney {terri.delaney@tdsb.on.ca} **416-397-3007**
Records Assistant for Occasional Teachers with the last name (M –Z)

Records-Experience/QECO/SFE

Supports and manages the records of permanent Secondary Teachers, Principals and Vice-Principals in the following areas: documentation of new hires, review of teaching experience, processes category changes based on QECO ratings, processes resignations and retirements, provides employment and teaching experience letters, processes leaves, etc.

Employee Name	Key Areas	Phone Number	Email
Andre Liu, Administrator	Contract Teaching Experience QECO Category Changes	416 397-3247	andre.liu@tdsb.on.ca
Kathy Pike, Records Assistant	Learning Centre 1 • Contract Teacher Appointments/Records • Completion of Probation Letters of Salary and Experience	416 397-3259	kathy.pike@tdsb.on.ca
Joe Afante, Records Assistant	• Learning Centre 2 • Contract Teacher Appointments/Records • Completion of Probation Letters of Salary and Experience	416 397-3868	joe.afante@tdsb.on.ca
Ritu Chopra, Records Assistant	• Learning Centre 3 • Contract Teacher Appointments/Records • Completion of Probation Letters of Salary and Experience	416 397-3257	ritu.chopra@tdsb.on.ca
Daphne Benedict, Records Assistant	• Learning Centre 4 • Contract Teacher Appointments/Records • Completion of Probation Letters of Salary and Experience	416 397-3250	daphne.benedict@tdsb.on.ca
Joanna Gorska, File Clerk	Contract, and Occasional Teacher files	416-397-9115	joanna.gorska@tdsb.on.ca

Toronto Occasional Teachers' Bargaining Unit (OTBU D12): OTBU Office

Telephone	**416-423-3600**
Email Address	**otbu.office@d12.osstf.ca**
Website	**www.otbud12.ca**
Elaine Karroum, President	**416-423-3600**

E.T.F.O – Toronto Occasional Teachers:

ETFO Office Telephone	416-227-1866
Website	www.etfo-torots.org
Christina Meynell, President	chistinameynell@ica.net
Provincial Office Telephone	416-962-3836
Provincial Website	www.etfo.ca

O.S.S.T.F. Provincial

Website	www.osstf.on.ca
Provincial Office Telephone	416-751-8300

O.S.S.T.F. D12 TBU

Website	www.osstftoronto.ca
Phone	416-393-8900

Ontario College of Teachers

Phone	416-961-8800
Website	https://www.oct.ca/

Ontario Teachers' Pension Plan Board (OTPP) 416-226-2700

Website https://www.otpp.com 416-226-2700 or 1 -800-668-0105

OTIP Website https://www.otip.com/ 1-800-267-6847

Evaluation /Rating Statements:

Qualification Evaluation Council of Ontario (QECO) 416-323-1969

QECO https://qeco.ca/

Secondary Certification

OSSTF Certification Department 416 751-8300 Toll Free 1-800-267-7277

OSSTF Certification Department Website www.osstf.on.ca

Toronto District School Board:

www.tdsb.on.ca

Client Service Desk (help with Password) 416-395-4357(option 5)

myINFO Help Desk 416-338-4747(option 4)

Employee and Family Assistance Program 1-800-387-4765

General Switch Board416-397-3000

Smart Find Express: Contact the Dispatch Helpline 416 338-4747 Option 2 or dispatchteaching@tdsb.on.ca

TDSB Network Login Credentials

Your User ID, to login to the TDSB network, are the last 6 digits of your employee number. If you are a new employee, your password will be set to a default password (also known as the Shared Secret Password). Your Shared Secret Password is the last four digits of your Social Insurance Number, two-digit day and two digit month of your birthday, followed by Tdsb (Case sensitive and 13 characters in total to meet password complexity requirements).

Example:

Your SIN: 123 45**6 789**

Your birthday: **01** of February (February is the **02** month)

Your Shared Secret Password is: **67890102@Tdsb** (Case sensitive and 13 characters in total).

Upon logging into the network using your Shared Secret Password (or when your password expires), you will be prompted to create a new password using the following guidelines:

Passwords must have a minimum length of 8 characters and contain special characters at least 3 of 4 categories for complexity:

- Uppercase letters
- Lowercase letters
- Numbers
- Non-alphabetic characters (such as !,$,#,%)

Passwords **must not** contain your first or last name and **must be** different than the last 5 passwords used.

Note: When your password has been reset to your Shared Secret Password, you will not be able to directly login to services such as the TDSB Wi-Fi until a new password has been created.

Managing your Password:

The TDSB offers **Password Manager** –a 24/7 easy, secure, and self-service application that allows you to reset or change your network password, unlock your account and update your question-and-answer profile.

Password Manager requires a one-time registration of answers to a set of challenge questions (also to access myINFO). You can register your challenge questions and answers via the myINFO site or via the Password Manager's "My Questions and Answers Profile". You can access Password Manager from the "Forgot my Password" link on:

TDSB desktops via the Windows login page

Externally, from the Staff Login on www.tdsb.on.ca Click here

From TDSB applications such as myINFO.tdsb.on.ca, AW.tdsb.on.ca, Offence Declaration, etc.

Or, the ServiceIT's Password Manager Self Service Option on https://serviceit.tdsb.on.ca

Never Share Your Password!

Beware of Phishing emails! Phishing is the term used for emails that falsely appear to be sent to you from a trusted source in an attempt to steal your personal information. The TDSB will **NEVER** ask you to verify your password by email. When you give away your network login credentials, cyber criminals gain immediate access to confidential student and staff data stored in your home/share drives and emails Visit the Security Awareness page on https://serviceit.tdsb.on.ca for more information.

The TDSB web is the TDSB intranet (internal website) that provides employees with 24 hour access from work or any off-site computer with internet access. This secure environment allows employees to access tools and resources needed to perform their duties as well as access to professional growth resources, employee services forms, employee benefit information, job postings and much more.

To Access the TDSB Website:

Go to www.tdsb.on.ca and click on the Staff link located at the top right of the page.

Read the "TDSB Staff Login Warning" page and click on **OK**

Under "Log in with your Account" enter the last six digits of your employee# and password, then click on Login. (If you need to reset or have forgotten your network password, please click on "Change/Forgot your password" and refer to detailed instructions and options available there.)

Once logged on to the "Welcome to MyTDSB" page, click on **TDSBWeb** (first link/selection on the top of the page) where you will be taken to the Internal TDSBWeb page

You may be asked to login again. If not, you will be presented with the "TDSB Web" page.

The TDSB email system: TDSB Gmail

All TDSB employees have been provided with a **Gmail** email address for board communication purposes. All **Gmail** accounts have the same format for email addresses. It is your full first name, period, and then your surname @tdsb.on.ca

For example John Smith would be John.Smith@tdsb.on.ca

If there is another employee with the same name as you, you will be assigned a number extension as part of your email address. The number is generated automatically based on when the account is created.

You can access your account via:

The "Mail" tab in Academic Workspace aw.tdsb.on.ca The

"Tiles" menu in Google Drive _ Mail

Directly through the link http://mail.google.com/a/tdsb.on.ca

Accessing the Board's Secure Website/Email from Home

The email system is the property of the TDSB. Users of this system should consult with :

Policy P088 (Acceptable Use of Information Technology Resources) for more information.

For assistance with, or to learn more about any of the above resources, please contact the Client Ser- vice Desk at (416) 395-HELP (4357), Option 5. You can also visit the ServiceIT self-service portal at https://serviceit.tdsb.on.ca **To Access the TDSB Website:**

Go to www.tdsb.on.ca and click on the Staff link located at the top right of the page.

For assistance with, or to learn more about any of the above resources, please contact the Client Service Desk at (416) 395-HELP (4357), Option 5. You can also visit the ServiceIT self-service portal at https://serviceit.tdsb.on.ca

Never Share Your Password!

Beware of Phishing emails! Phishing is the term used for emails that falsely appear to be sent to you from a trusted source in an attempt to steal your personal information. The TDSB will **NEVER** ask you to verify your password by email. When you give away your network login credentials, cyber criminals gain immediate access to confidential student and staff data stored in your home/share drives and emails Visit the Security Awareness page on https://serviceit.tdsb.on.ca for more information.

All communication directed to the Occasional Teaching department should be submitted by email through your TDSB gmail account. You can try phoning but cross your fingers. Should you get through and talk to someone when done buy a lottery ticket.

What is myINFO?

myINFO is a web-based self-service solution that gives you direct access to your pay and benefits information. It is a secure, fast, and easy way to access your information in a modern and paper-less environment.

myINFO offers the following options for employee self-service:

myES – Employee Self Service – a new name for all the tools you're used to seeing, including changes to your address, telephone number or emergency contact

My T2200 – you can access and download T2200 - T2200S - Declaration of Conditions of Employment (if applicable)

My Pay Statement – access your pay statement with just a single click (mobile-friendly!)

My AOD – complete your Annual Offence Declaration (mobile-friendly!)

For current and up to date information please visit: https://tdsb.service-now.com/sp?id=kb_article&sysparm_article=KB0005248

Login Instructions for myINFO

1. Go to your web browser, Internet Explorer or Google Chrome are recommended 2. Enter myin-fo.tdsb.on.ca in the browser window. 3. Type in your TDSB Email address (which is usually in the for- mat of first name.lastname@tdsb.on.ca) and click next 4. Enter your current network password and then click Sign in. 5. If you are registered for Multi-Factor Authentication (MFA), you will be prompted to confirm your sign-in 6.

   Please note: If you are logging into myINFO for the first time you will be required to register and use Multi-Factor Authentication (MFA)

2. For instructions on how to setup MFA, please visit: https://tdsb.service-now.com/sp?id=kb_article&sysparm_article=KB0004120

3. If you require assistance with logging in, please contact: myINFO Support team by phone at 416-395- 4357 option 3, or by email at myINFOhelp@tdsb.on.ca.

Accessing Your Pay Statement Online

Once you have logged in to myINFO, please follow the steps below to access your pay statement

1. Click on My Pay Statement

2. 2. Once you are on the pay statement you would like to view you can chose to open or save your statement. The pay statement is a PDF document that can be saved to your computer

Pay

Short Term (Daily) Occasional Teacher (OT). Daily Short-Term Occasional Teachers are paid a daily rate depending on how many days they have worked with the TDSB in total. There is no consideration given to qualifications or years teaching. It may take one or two pay periods to see changes to pay rates. *Daily rates shown on the next page.*

A Long-Term Occasional Teacher will be paid in accordance with his or her appropriate grid placement (recognized teaching experience and qualifications) in accordance with his or her Collective Agreement. Long Term Occasional pay will be retroactive to the first day of the assignment. The annual salary on the salary grid is divided by 194 (representing the number of school days in a school year). The long term occasional teacher is paid 1/194 of the annual grid rate for each day worked (including applicable professional activity day(s).

All Occasional Teachers are paid by direct bank deposit every 2nd Thursday in accordance with the pay schedule Pay is always 2 weeks in arrears. Direct deposit requires the completion of an authorization form and a voided cheque. Your pay stub (a statement of earnings and deductions) will be available to view on myINFO on the Wednesday before pay day.

To access your pay stubs:

1. Go to myinfo.tdsb.on.ca via the TDSB WEBSITE
2. You will be redirected to the Academic Workspace (AW) page.
3. Type in your username and password and then click *Login*.
4. On the myINFO Employee Self-Service page, click on *Login myINFO*
5. On the Welcome to TDSB SAP Portal window – Enter your user ID and password
6. On the Welcome to TDSB's Second Level Authentication page – Enter the answer to your security question and click *Continue*
7. Once you have logged on, click on *Employee Earnings Statement*
8. A new window will appear defaulting to the current pay statement. You can go back to look at previous pay statements by choosing Previous Statement in the top left corner.
9. Once you are on the pay statement you would like to view you can chose to open or save your statement. The pay statement is a PDF document that can be saved to your computer.

A Long-Term Occasional Teacher shall be paid in accordance with the salary grid set out in the current collective agreement for the Board's secondary teachers. *See next page.*

Short Term Occasional Teachers– Pay

A Short-Term Occasional Teacher shall be paid a per diem rate according to the following schedule based on the number of full-time equivalent days worked.

Effective Date	0 – 100 Full-time Equivalent Days	After 100 Full-time Equivalent Days
September 1, 2022	250.62	275.68
September 1, 2023	258.14	283.95
September 1, 2024	279.30	291.76
September 1, 2025	286.28	299.05

*The above noted rates are inclusive of vacation pay and statutory holiday pay.
Note: The above rates include the negotiated general wage increases as follows:

Effective Date	% increase
September 1, 2022	3.0%
September 1, 2023	3.0%
September 1, 2024	2.75%
September 1, 2025	2.50%

Note: Vacation pay is factored into the daily pay.

If an overpayment has occurred, the Board shall communicate with the Occasional Teacher in writing and inform them of the amount of the overpayment. The Board shall establish a repayment schedule in writ- ing prior to any sum representing repayment being deducted from a Teacher's salary. Where the Board and the Teacher are unable to agree to a repayment schedule, the Board shall attempt to resolve through its dispute resolution process and/or refer the matter to arbitration pursuant to section 49 of the Ontario Labour Relations Act, 1995.

An example of repayment schedule is as follows:

Overpayment Amount	Recovery Period
$1,000 or less	3 pay periods
$1,001 - $5,000	10 pay periods
$5,001 - 10,000	16 pay periods
$10,001 and greater	26 pay periods

If an Occasional Teacher or Long-Term Occasional Teacher believes that an underpayment has occurred, the Teacher will contact the appropriate payroll and/or staffing officer.

Any substantiated underpayment should be corrected within one to three pay periods, except in cases where a Occasional Teacher or Long-Term Occasional Teacher is not being paid a basic salary in which case the Payroll Department will issue a cheque.

Long Term Occasional Teachers– Pay

A Long-Term Occasional Teacher shall be paid in accordance with the salary grid set out in the current collective agreement for the Board's secondary teachers, but such payment shall be made only after the ratification of this Agreement and shall be retro-active to the beginning of the term of this Agreement.

Such payment shall be the amount set out in the grid less an amount equivalent to the total of vacation and statutory holiday pay to which the Occasional Teacher is entitled under applicable legislation.

Placement on the grid shall be in accordance with the Long-Term Occasional Teacher's recognized teaching experience and category placement following confirmation by the Board of the appointment to the long-term occasional teaching assignment.

Payment on the secondary teachers' salary grid shall be retroactive to the first day of the long-term occasional teaching assignment.

The Long-Term Occasional Teacher shall be paid as set out herein until the expiration of the long-term occasional teaching assignment.

The vacation and statutory holiday pay to which the Long-Term Occasional Teacher is entitled under applicable legislation shall be added to the rates set out in 12.1.0 of the collective agreement.

The group placement of a Teacher shall be determined by the Board based upon the Certification Rating Statement of OSSTF or Qualifications Evaluation Council of Ontario (QECO) and the Group definitions set out in the O.S.S.T.F. Certification Plan in effect September 1, 2008.

Where an Occasional Teacher is in a Long-Term Occasional Teaching assignment and has been suspended due to an investigation, the member shall continue to receive their Long-Term Occasional Teacher rate of pay until the investigation is completed, or the end date of the Long-Term Occasional assignment has been reached.

Effective September 1, 2024				
Step	**Group 1**	**Group 2**	**Group 3**	**Group 4**
0	56530	59158	63985	68521
1	59517	62296	68284	72238
2	62978	65914	72828	76661
3	66438	69540	77360	81096
4	70380	73624	82148	86245
5	74314	77744	86923	91392
6	78252	81841	91706	96533
7	82204	85925	96484	101691
8	86142	90027	101260	106831
9	90076	94124	106045	111980
10	94016	98214	110828	117129

Note: The salaries grids include negotiated general wage increases as follows:

Sept. 1, 2022	3.0 %
Sept. 1, 2023	3..0%
Sept 1, 2024	2.75%
Sept 1, 2025	2.5%

Effective September 1, 2025				
Step	**Group 1**	**Group 2**	**Group 3**	**Group 4**
0	57943	60637	65585	70234
1	61005	63853	69992	74044
2	64552	67561	74649	78577
3	68099	71279	79294	83124
4	72139	75464	84202	88401
5	76172	79688	89096	93677
6	80208	83887	93998	98946
7	84259	88073	98896	104233
8	88296	92278	103792	109501
9	92328	96477	108696	114780
10	96366	100669	113599	120057

Payroll Deductions

Canada Pension Plan (C.P.P.)

All Occasional Teachers are required to contribute to the Canada Pension Plan.

Previously, if you were in receipt of monthly CPP pension payments, you were exempt from any CPP deductions on your salary payments. However, that changed effective January 1, 2012. If you are between the age of 60 and 65, you are still required to contribute to CPP, there are no exemptions on this. If, however, you are at least 65 years of age but under the age of 70, are in receipt of a monthly CPP pension, you have the option to contribute to CPP, it is your decision. If you elect to not contribute to CPP, then you are required to complete the Canada Revenue Agency's CPT30 form (available on line at CRA's website www.cra-arc.gc.ca) submit the original to CRA as per the instructions on the back of the form and a copy to Payroll Services, TDSB, 5050 Yonge St., Toronto, Ont. M2N 5N8. You are also required to submit verification that you are in receipt of a monthly CPP pension to Payroll Services.

Employment Insurance (E.I.)

All Occasional Teachers are required to pay E.I. premiums, there aren't any exemptions for E.I. Occasional Teach- ers may be entitled to collect employment insurance for winter, spring and summer breaks, provided they have worked sufficient hours during the past 52 weeks to qualify for benefits and also satisfy availability and job search requirements. TDSB issues Records of Employment (ROE's) after the end of the school year; in mid-July. You will not be sent a paper copy of your ROE, an electronic copy is sent to Service Canada, therefore for further details please refer to www.servicecanada.gc.ca

Income Tax

Income tax will be deducted according to current tax schedules, and a T-4 slip will be issued by the end of February each year. The T4 is not mailed out, go to the MyINFO page of the TDSB website.

Ontario Teachers' Pension Plan (OTPP)

All Occasional Teachers (other than retired teachers in receipt of OTPP) are required to contribute to the OTPP. Those Occasional Teachers in receipt of a teacher's pension must provide proof of retirement to Pension at:

Benefits/Pension Administration
5050 Yonge Street, 4th floor
Toronto, OntarioM2N 5N8

to ensure pension premiums are not deducted. The Ontario Teachers' Pension Plan Premium Exemption Form for re -employed pensioners can be found at www.tdsb.on.ca, select Staff, log in, select Employee Services and then select Forms. If Teacher Pension Plan premiums are being deducted from your pay, you should contact the Benefit/ Pension Assistant through Payroll Reception at 416-395-9642.

All employees not in receipt of an Ontario Teacher Pension Plan benefit and in receipt of CPP pension or CPP Disa- bility pension must report it to Payroll Services and supply Payroll Services with a copy of the Notice of Entitlement in order to be CPP exempt

Union Dues/Levies

Union dues/levies are deducted for each day worked as an Occasional Teacher.

**** Reemployed pensioners should refer to the Ontario Teachers' Pension Plan website, www.otpp.com, for important information for working in education after retirement.**

Payroll & Benefit/ Pension Inquiries

From the TDSB webpage

All active employees have the option to submit payroll and benefit/pension inquiries through ServiceNow, an easy-to-use online platform.

ServiceNow allows for timely, more organized tracking of payroll and benefit/pension-related inquiries. It also ensures that requests are directed to the appropriate department members and are addressed in the order they are received.
Important: As always, missing pay inquiries will continue to be prioritized.

We aim to respond to all inquiries within **two business days**, though response times may vary depending on volume. We appreciate your patience and understanding as we work to provide timely support.

What's New? - Active employees can now log their next payroll query

Payroll Services – ServiceNow

Visit the Payroll Services website for more information.

How to Use ServiceNow:

Visit the TDSB Web Payroll Services (Under the Operations tab on the Homepage).

Find links to: an email Compensation, Benefits, Pension and Payroll Services

Email: Employees can send an email
to payrollassistance@tdsb.on.ca or
benefitpensionassistance@tdsb.on.ca.

Should you have any questions or encounter issues using ServiceNow, please contact IT Services.

Thank you for your cooperation and for helping us improve our electronic processes.
Sincerely,

TDSB Compensation Services Department

Your Payroll/Benefits Contact can be found on page 56 or through the Payroll Services link.

Benefits

All the information on the next few pages about benefits are taken from the : www.osstfbenefits.ca and

OSSTF-ELHT-Benefits-Guide_July-2023_v2FINAL-EN.cleaned.cleaned.pdf

The OTBU D12 cannot answer questions about benefits, we can only direct you to the websites above.

The OSSTF ELHT Benefits Plan is a plan tailor-made for eligible OSSTF members and one that provides you and your family with valuable financial protection.

For more information about the benefits plan, including who is eligible, enrolment deadlines, member contributions and FAQs, go to www.osstfbenefits.ca.

Once eligible members have enrolled, full plan details, eligible expenses, exclusions, how to submit eligible claims, and the specifics of member premium contributions are available on OTIP's secure member website at www.otip. com.

The benefit year starts September 1 and ends on August 31, except where otherwise indicated. The plan has no overall deductibles or waiting periods. Certain restrictions, limitations and exclusions will apply.

As an OSSTF member, you may be eligible to enroll in the OSSTF Employee Life and Health Trust (ELHT) Benefits Plan. The benefits plan is sponsored and managed by OSSTF Benefits ELHT. The ELHT Board of Trustees has representatives from OSSTF, the Ontario Public School Boards' Association and the provincial government. The ELHT's sole purpose is to provide life, health and dental benefits to eligible plan members and their families. Learn more at www.osstfbenefits.ca.

LTOs: If you are an long-term occasional (LTO) teacher visit www.osstfbenefits.ca/faqs/#who-is-eligible to learn more about your eligibility

Retirees: Eligible retirees will be eligible to participate in the OSSTF Benefits Plan if they were covered in a board-owned retiree plan at the transition date for active members of their bargaining unit into the OSSTF Benefits Plan and still have coverage in a board-owned retiree plan.

The transition of the coverage for eligible retirees into the OSSTF Benefits Plan is being worked on. All involved parties are evaluating current arrangements in board plans and details will be shared once further information is available.

ENROLLING IN THE PLAN

Within 3-4 weeks of meeting your eligibility criteria, an enrolment email from OTIP will be sent to your board email address, inviting you to enroll in your new benefits plan. You will have 31 calendar days from the date that you receive this enrolment email to complete your enrolment for yourself and your family members. If you do not receive an enrolment email within 3-4 weeks of meeting your eligibility criteria, please contact OTIP Benefits Services at 1-866-783-6847

Benefits

For information on **Compensation, Benefits and Pension-Contact information, Book- lets and Forms:**

See the TDSB Home Page > People and Culture >. Benefits

OSSTF ELHT Benefits Guide July2024 (2) - Adobe cloud storage

https://tdsbweb.tdsb.on.ca/employee_services/Compensation-Benefits-and-Pension

OTIP WEBSITE

Daily OTs

Daily OTs with the TDSB are eligible for an Extended Health Plan, subject to the conditions set out under 15.5.0. and 15.6.0. of the Collective Agreement. An Occasional Teacher who worked at least 90 full time equivalent days as an Occasional Teacher for the Board in a school year shall, in the subsequent school year, be eligible to enroll and participate in each of the Insured Employee Benefit Plans as set out under 15.2.0., 15.3.0. and 15.4.0. of the CA

OTs: OTIP OCM (*Occasional Casual Members*) Benefits Plan Click Here

- Voluntary participation
- Must enroll within 31 days of receiving email from OTIP (August)
- If enrolled, you stay for 12 months
- If you get an LTO, you can switch to ELHT *or not.*
- See otip.com for details: Group benefits for Ontario's education members | OTIP RAEO
- Group Benefits > Occasional and Casual Members (OCM)

  OTIP-OCM-PLAN-U-Benefits-Guide-09-2025.pdf

LTOs: OTIP ELHT Benefits Plan

- Better coverage
- Contact OTIP as soon as you know you will have an LTO! Even before it starts!
- 90 consecutive calendar days required
- See otip.com for details: WEBSITE
- Group Benefits > Occasional and Casual Members (OCM)

  OSSTF-ELHT-FINAL-Revised-BAAG-August-2025.pdf

Every month you are in an LTO, you accrue 1.1 sick days that pay you 100% and 12 Short term disability days that pay you 90%.

OSSTF Benefit Eligibility for Long-Term Occasional Teachers

As was outlined in the recently ratified OSSTF Central Agreement for Teachers, OSSTF Benefits is pleased to advise that effective September 1, 2020, Long-Term Occasional Teachers (LTOs) from all OSSTF Districts will be eligible for participation in the OSSTF

Who is eligible?

LTO teachers are eligible for coverage under the OSSTF Benefits Plan during their LTO position if they are working on an assignment of 90 calendar days or longer.

When is coverage effective?

Coverage is effective on the first day of an eligible assignment.

When does coverage terminate?

Coverage ceases on the last day of an eligible assignment.

What if the length of the assignment is unknown, or originally scheduled to be less than 90 calendar days and then extended?

The member will be eligible to enroll in the plan retroactively to the first day of their assignment. Standard premium contribution rules will apply. If a premium is required, it will be retroactively billed.

Claims for eligible expenses incurred will be honoured retroactively to the first day of the LTO assignment. Members are encouraged to keep their health and dental receipts if they expect their assignment may be extended.

What if a 90-calendar day LTO position gets shortened unexpectedly?

If a 90-calendar day LTO position gets shortened unexpectedly, then coverage will cease when the LTO assignment ends. Members will not be required to repay any claims that were incurred during the term of the assignment.

What benefits are provided?

Basic Life and Accidental Death and Dismemberment Benefits (AD&D) are provided for all eligible members based on two times annual earnings. The cost of these benefits is 100% funded by the negotiated Board Paid FTE Contributions while a member is active or on a statutory leave.

Extended Health and Dental Benefits are voluntary. Members will have 31 days from the time they receive their enrolment invite to elect to participate in health and/or dental benefits. Member contributions towards these benefits are based on 6% of benefit premiums for members on a 1.0 Full-Time Equivalent (FTE) assignment and pro-rated member contributions for less than 1.0 FTE assignment. Sample member contributions are posted on the OSSTF Benefits website Member Contributions towards Health & Dental Benefits

Optional Life Benefits are also available on a 100% member-paid basis.

How does an eligible member enroll?

Boards send data updates to OTIP (the Third-Party Administrator of the OSSTF Benefits Plan) every two weeks. Information about members who have accepted a new LTO assignment is included in this data. When OTIP processes this data, an enrolment invite is initiated and sent via email to the member. This email is sent to the member's board assigned email address. We encourage members to also indicate a personal email address as their preference during the enrolment process which will allow any future communications to be sent to the member's personal email address.

All eligible members are automatically covered for the Basic Life and AD&D benefits based on two times annual earnings. Members have 31 days from the time that they receive this invite to enroll in the health and/or dental benefits. During the enrolment

process members are advised of the monthly premium that they will be required to pay towards the benefits if they elect to participate. If elected, health and/or dental benefits are implemented retroactive to the first day of the eligible assignment. Eligible claims will be honoured and can be submitted after the benefits enrolment is completed and processed. Members who enroll in the health benefit will be provided with a benefits card indicating the OSSTF ELHT Plan # 200501, and the member's unique identification number. Temporary benefit cards can be printed by the member as needed by logging into My Benefits through OTIP.com.

What if I do not enroll in the health and/or dental benefits within the 31-day enrolment opportunity but wish to enroll at a later date?

If you experience a life change event during an eligible assignment, you may enroll in the health and dental benefits or make changes without evidence of medical insurability. These life change events may include:

- increase in FTE
- birth/adoption of a child
- marriage/common law qualification
- loss of spousal benefits

You will need to complete your enrolment or make changes within 31 days of the life change event.
Note: Eligibility requirements are based on the member being actively at work or while on a qualifying statutory leave.
If a member does not elect to participate in the plan within 31 days of receiving their initial invite but wishes to join the plan at a later date during an eligible assignment without a life change event taking place, they will be considered a late applicant. This means that dental benefits will be subject to a $200 maximum in the first 12 months of coverage, and that Extended Health Care benefit would have to be applied for with proof of good health (evidence of insurability). The Extended Health Care coverage will not be in place until the evidence of insurability is approved, and the coverage could be denied.
Note: These "late applicant" rules also apply to eligible dependents if application is not made within 31 days of initial eligibility or an eligible life change event.

Does coverage continue over the summer for an LTO member whose assignment concludes at the end of the school year, but who begins a new assignment in September?

If an LTO assignment of 90 calendar days or longer ends at the end of the school year, benefits coverage will also end on the last day of the school year. If the new LTO assignment starts in September and is 90 calendar days or longer, benefits will be reinstated in September when the new LTO assignment commences.

If a member has a permanent contract and an LTO assignment at the same time, do they get full benefits coverage (e.g. .333 contract and .667 LTO)?

The FTEs and salary for the contract and LTO position will be added together for the period of time that the member is active at both. Member contributions towards the health and/or dental benefits will be based on the combined FTE. If the member wishes to continue their health and/or dental benefits after their LTO assignment ends, member contributions towards these benefits will increase to be based on the contract FTE only.

If a teacher with an LTO assignment of 90 calendar day or longer goes on a statutory leave (e.g. maternity leave, sick leave, WSIB), will they be eligible for benefits while on leave?
Yes, they will be eligible for participation in the OSSTF Benefits Plan up to the last day of their LTO assignment. Member contributions towards the benefits for members on statutory leaves are the same as active members.

For an LTO teacher who ends and begins another eligible assignment, what happens to the claim history from their first assignment?

OTIP will send an email to this member to invite them to re-enroll in the OSSTF Benefits Plan. The member can use the same plan and OTIP ID numbers on their benefits card from the first assignment. Their claims history will follow them into their next assignment. Therefore, any claims submitted in the previous assignment will affect benefit maximums available in the new assignment.

OSSTF Occasional Teachers –Benefits

As outlined in the Letter of Agreement between the Ontario Public School Board Association (OPSBA) and the Ontario Secondary School Teachers' Federation (OSSTF); "*with respect to daily occasional teachers, where benefits coverage was previously provided by the Boards, payment-in-lieu will be provided".*

Note: The benefit plan as outlined below is only available to those OSSTF Occasional Teachers (OT) who are active on the Secondary OT list for the 2025/26 school year. If you did not comply with your Occasional Teaching Collective Agreement (completed the required days and/or renew online by June 30th), and you did not receive an approved reinstatement email in your TDSB email account from the Occasional Teaching Office, you are not eligible to the payment in lieu reimbursement.

Benefits for Daily Occasional Teachers

Where employee life, health and dental benefits coverage was previously provided by the boards for daily occasional teachers as terms of the local collective agreement in effect as of August 31, 2014, the boards shall continue to make a plan available with the same funding arrangement.

Eligible daily occasional teachers entitled to the lesser of a) the following table amounts and b) the actual benefit plan cost multiplied by the percentage of the employer co-pay existing in local collective agreements, to be used for the sole purpose of purchasing from among health, life and/or dental benefit plans:

Maximum Funding Amount (a)	Employer % Co-Pay (b)
$3,187	50%

These amounts shall be prorated for the portion of the year that the daily occasional teacher enrolls in the plan. Eligibility criteria for these amounts are based on the existing eligibility criteria of the 2012-2014 local collective agreements which is based on the number of days worked in the previous school year and varies by board. Payments shall be provided to the eligible daily occasional teacher on a monthly basis.

In addition, inflationary increases shall be provided in each of the following years:

September 1, 2023: 0.74%

September 1, 2024: 0.25%

September 1, 2025: 0.36%

Notwithstanding the aforementioned, where any daily occasional teacher chooses not to participate in any health, life or dental benefit plan, the school boards shall not provide any amount for those employees.

Long Term Occasional—Benefits

ELTH-Eligible Health and Life Trust

https://www.osstfbenefits.ca/osstf-elht/#

"The Parties have agreed to participate in the Ontario Secondary School Teachers' Federation **Employee Life** and Health Trust "**OSSTF ELHT"** *established October 6, 2016. The date on which the school boards and the bargaining units benefit plan commenced participation in the OSSTF ELHT shall be referred to herein as the "Participation Date". (page 9 of the CA)*

ELHT Benefits

The Parties agree that since all active eligible employees have now transitioned to the OSSTF ELHT all references to existing life, health and dental benefits plans in the applicable local collective agreement for active eligible employees shall be removed from that local agreement.

Post Participation Date, the following shall apply:

Eligibility and Coverage

Permanent teachers, **long-term occasional teachers** and adult day school teachers shall be eligible for benefits subject to the rules as established by the ELHT.

Daily occasional teachers are **not eligible,** nor are other term teachers who do not meet the Trust's eligibility criteria.

Other members who were eligible for ELHT benefits in the 2018-19 school year shall continue to be eligible for benefits.

With the consent of the Central Parties, the OSSTF ELHT is also permitted to provide coverage to other active employee groups in the education sector with the consent of their bargaining agents and Employer or, for non-union groups in accordance with an agreement between the trustees and the applicable board.

Retirees who were previously represented by OSSTF, who were, and still are members of a board benefit plan as at the Participation Date are eligible to receive benefits through the OSSTF ELHT with funding based on prior arrangements.

No individuals who retire after the Participation Date are eligible.

OSSTF-ELHT-FINAL-Revised-BAAG-August-2025.pdf

You may also wish to contact other insurance providers in the marketplace to determine the plan that best meets your needs.

When an OSSTF OT employee who is receiving payment-in-lieu has a benefit rate increase mid-year or purchased addition- al coverage after the initial benefit sign up (i.e. travel insurance) the employee has the responsibility to notify the Board as soon as possible so the monthly payment-in-lieu amount can be adjusted accordingly (the lesser of: 50% of the new amount or $248.78* per month).

Please note: ***If at any time during the school year you acquire a permanent benefit eligible position, your payment-in-lieu will be ended automatically as you would then qualify for benefits under the new permanent position and you cannot be enrolled in two benefit plans at the same time.***

If at any time during the school year you decide to terminate the benefit coverage with your insurance provider, you are required to notify the Board immediately at which point monthly payments-in-lieu will cease effective the end of that month.

Please note that while we will only request initial proof of enrollment; in order to ensure accuracy and compliance in the administration of this payment-in-lieu provision we will conduct random audits and may request all monthly receipts to ensure eligibility rules are adhered to. As such, please ensure that you retain receipts regarding proof of enrollment and payments for up to 18 months from the date of initial enrollment.

At this time communication via email is preferred. If you have any questions for your Benefit/Pension Assistant the Benefit/ Pension Department Contact list is available on the TDSB website under Employee Services/Benefits/Contact us tab.

FAQs

FAQs - OSSTF Benefits

TDSB Benefit/Pension Administration

Long Term Disability Plan - Secondary Teachers

Secondary Teachers LTD Supplementary Benefit Kits

Employee and Family Assistance Program (EAP/EFAP) Brochure

Excerpts from the ELHT Benefits Booklet.

Enrolment help for new members

Looking for help with your enrolment?

Welcome to your group benefits plan!

If you received an enrolment email from OTIP, you can enrol yourself and/or your eligible family members in your group benefits plan. To make sure you get the coverage you need, you must enrol by the deadline indicated in the enrolment email.

If you do not enrol by the deadline, you will have **limited or no coverage**. If you are automatically set up with default coverage, you may have a premium share.

If you choose to enrol yourself and/or your eligible family members after the deadline, proof of good health (evidence of insurability) may be required. Coverage will be subject to approval by the insurance carrier and may be limited or denied. If your coverage application is approved, your coverage will become effective on the approval date.

If you choose to opt out of coverage, please complete the enrolment event by choosing **No**

Ready to enrol? Let's get started!

The sections below will help you navigate the enrolment process from start to finish. Read the sections in order and follow the instructions to help you complete your enrolment.

- Have your enrolment email and banking information handy.
- If you are paying a portion of or all your benefit costs, you will need to enter your banking information. The amount you will have to pay monthly will appear beside each benefit selected to assist you in making your coverage choices.
- When you log in for the first time, you will need to create a secure password, link existing coverage to your My Member Account and set your phone access PIN (optional).
- After logging in to My Member Account, you can access your benefits booklet for more information about your benefits coverage.

Need Help?

For assistance with more difficult benefit issues local leaders are invited to contact the

OSSTF ELHT Benefits staff directly at:Donna Morrison, Executive Director

Email: donna.morrison@osstfbenefits.ca

Phone: 519-501-6418

Or

Dayle Whittaker, Director

Email: dayle.whittaker@osstfbenefits.cats

Phone: 519-766-7294

…

Payroll

Name Surname	Starting With	Phone Number	Email
Olinda D'Costa	A, J, O, W	416-395-9800	olinda.d'costa@tdsb.on.ca
Ashley Hack	B, I, N, V	416-395-9646	ashleybriana.hack@tdsb.on.ca
Venuga Krishnakumar	C, F, Ro to Rz	416-395-9643	venuga.krishnakumar@tdsb.on.ca
Mary Ruth Barbosa	D, P, X, U, Y	416-395-9652	maryruth.barbosa@tdsb.on.ca
Ranjan Parmar	E, H, K, Q	416-395-8532	rajan.parmar@tdsb.on.ca
Matthew Botts	M, Ra to Ri	416-395-9655	matthew.botts@tdsb.on.ca
Fatema Azizi	S, To-Tz, Z	416-395-9649	fatema.azizi@tdsb.on.ca
Sukanya Tharmalingam	G, L, Ta -Tm	416-395-9645	Sukanya Tharmalingam @tdsb.on.ca
Nadine Ali	**Administrator**	**416-395-9654**	**nadine.ali@tdsb.on.ca**
Grant Thrasher	**Supervisor**	**416-395-8233**	**grant.thrasher@tdsb.on.ca**

BENEFIT/PENSION ADMINISTRATION

Berta Luongo	A , H, ZHA-ZYW	416-395-9803	berta.luongo@tdsb.on.ca
Sophia Xia	P, V, T	416-395-3935	sophia.xia@tdsb.on.ca
Carmen Hong	K, R, X,	416-397-3650	carmen.hong@tdsb.on.ca
Cheryl Goldman	C, O, N	416-395-9805	cheryl.goldman@tdsb.on.ca
Fadwa Hachoumy	D, I, L,	416-395-8318	fadwa.hachoumy@tdsb.on.ca
Alana Aaron-Charles	M, Q, U, ZAB-ZGA	416-395-8136	alana.aaron-charles@tdsb.on.ca
Maki Serita	B, J, E	416-395-4911	maki.serita@tdsb.on.ca
Jasmine. Alexander	S, Y	416-395-8318	jasmine.alexander@tdsb.on.ca
Jin Jeon	F, G,W	416-395-9644	jin.jeon@tdsb.on.ca

https://tdsbweb.tdsb.on.ca/employee_services/Compensation-Benefits-and-Pension/Contact-Information

Payroll, Compensation, Benefits and Pension Queries

If you have a Payroll. Compensation, Benefits or Pension question there is a new system in place.

Payroll

The TDSB does not respond to phone messages. They do reply to emails.

Contact both your payroll assistant and Log a Ticket.

Your payroll assistant is found on the previous page.

To "log a ticket" with the TDSB.

Go onto the TDSB website and click on **Service IT**.
Click the button that says **Log a Ticket.**
Click on **my INFO**
Click on **my pay statemen**t
write in your issue and then click **submit**

If you have a Compensation, Benefits and Pension Query

TDSB Homepage?

People and Culture>

Benefits

Welcome to Compensation, Benefits & Pension Administration

EI/ROE

If you are a casual or substitute/occasional teacher, you can be paid **regular benefits** during non-teaching periods.

Record of Employment (ROE): If you require an ROE, please send an email to your **payroll assistant** assigned to the first letter of your Surname and include your full name, employee number, and last day of work. See the previous page for your payroll contact assistant'..

Non-teaching periods

Non-teaching periods are periods during which no work is performed by people engaged in teaching. They generally include the summer break, Christmas and the mid-winter or spring break. A statutory holiday is not considered a non-teaching period, unless it falls within a non-teaching period.
The non-teaching periods may vary among provinces and even from one school to another within a

From the Government of Canada website **Employment Insurance**

https://www.canada.ca/en/services/benefits/ei/ei-teachers.html

region.

- **Casual teaching** means irregular, occasional or incidental teaching. If the employment involves filling an unexpected or temporary absence for a short period and, if the employment can be cancelled at any time, it is of a casual nature
- **Substitute teaching** means the replacement of another teacher for part or all of a school year.

However, when teachers sign repetitive 10-month contracts for substitute positions with the same school board and work the full school year, regular benefits cannot be paid unless their contract is actually terminated

Maternity and parental benefits

You can be paid maternity and parental benefits during both the teaching and non-teaching periods, as long as you meet the requirements to receive benefits.

Sickness benefits can be paid **during the teaching period only**, including situations where the illness during the teaching period extends over to the non-teaching period, or where the illness during the non-teaching period extends over to the teaching period. Sickness benefits will not be paid to you during non-teaching periods met Compassionate can be paid during both the teaching and non-teaching period, as long as you meet the requirements to
receive benefits.

The Family caregiver benefit for children and the Family caregiver benefit for adults can be paid during both the teaching and non-teaching period, as long as you meet the requirements to receive benefits.

Guides and help EI Digest – Chapter 14 – Teachers

QECO

Qualifications Evaluation Council of Ontario

QECO/COÉQ serves teachers who are members of AEFO, ETFO, OECTA, and OSSTF by recognizing their commitment to education and their professional development.

All teachers who are members of the above-sponsoring affiliates need to be evaluated by QECO/COÉQ to obtain a salary category placement between Category A and Category A4. A QECO/COÉQ evaluation is based on individual academic achievement, as determined by Program 5.

QECO/COÉQ only communicates with the teacher. After receiving a new QECO/COÉQ evaluation, it is a **teacher's responsibility** to submit the QECO/COÉQ Statement of Evaluation to his/her school board for salary category placement.

The QECO evaluation process is recognized by all school boards in the province. Board deadlines and practices with regard to QECO evaluations are determined by negotiation between teachers and their employers and will not affect the integrity or the speed of the evaluation.

Teachers must be aware of their collective agreement language pertaining to QECO deadlines. **The onus is on the teacher to ensure he or she meets those deadlines. Turnaround time for an evaluation can vary from as short as one week to as long as three months, depending on whether or not all necessary documentation is provided by the teacher.**

Bear in mind that QECO operates on a first-come-first-served basis and that the volume of applications influences the time required for an application to be processed. Also be aware that applications made without the required courses being completed, or without the appropriate supporting documents being submitted may result in lengthy delays or the application being returned.

REVIEWYOUR QECO PLACEMENT BEFORE THE END OF YOUR LTO.

12.5.0. It shall be the responsibility of the Long-Term Occasional Teacher to provide the Board with the teacher's certification rating statement and any supporting documents no later than the end of the long-term occasional teaching assignment.

The onus is on the teacher to meet these deadlines.

Turnaround time for an evaluation can vary from as short as one week to as long as three months, de- pending on whether or not all necessary documentation is provided by the teacher. QECO and the TDSB do not do this for you!

Go to the QECO website for additional information.

https://qeco.ca/ QECO/COEQ

QECO continued

To repeat:

QECO **only** communicates with the teacher, and it is the teacher's responsibility to send this to the Board.

Failure to do so according to the timelines will result in your not being placed in the correct category and losing out on earned income.

All supporting salary documents (QECO, OSSTF, or teaching experience letters) must be submitted be- fore the last day of your LTO. If it is not possible to submit these documents before your last day, please complete the on-line **Letter of Intent** before the last day of your LTO to ensure your salary documents can be applied retroactively. You will have one year from the start of your LTO to submit any salary documents if the **Letter of Intent** has been submitted.

From the OTBU Collective Agreement:

12.5.0. It shall be the responsibility of the Long-Term Occasional Teacher to provide the Board with the teacher's certification rating statement and any supporting documents **no later than the end of the long-term occasional teaching assignment.**

Where to send the documents

Andre Liu

QECO Category Changes 416 397-3247 andre.liu@tdsb.on.ca

Contract Teaching Experience

To access the: CHANGE IN SALARY CATEGORY NOTIFICATION/REQUEST SECONDARY TEACHERS
Click here: Forms and Information - Secondary Teaching

If you are in a Long-Term Occasional placement you are paid as a contract teacher, but you must ensure that your placement on the grid is correct. It is **your responsibility** to ensure that your employer, the TDSB, has all relevant supporting documents to make that placement. You will submit your QECO Rating Statement, or your OSSTF rating statement, as well as documents confirming any relevant teaching experience through the portal.

The "Letter of Intent" allows you to confirm that you WILL be submitting more documents when they become available.

This process is completed online and the link is found on the TDSBWeb, under People and Culture > Forms> Occasional Teachers> Change in Salary - Online Letter of Intent.

When you go through the links you will see the statement below, and you can check all that apply. It is important to complete this process, as it "holds" your place in the process. It means that you could have an LTO, finish the LTO, and still have the opportunity to submit documents to be considered for retroactive salary increases.

This is a statement of my intent to furnish proof of the following item(s) for a higher category placement on the salary grid (please check all that apply)

Whether or not the TDSB's site is accurate is difficult to know, but you should contact Hanna for confirmation that it is she who will ensure your QECO statement is properly submitted. Confirm with her also that it is she who will accept the documents related to your teaching experience.

It is always wise, when dealing with the TDSB, to maintain a timeline of when you send in documents/ emails, to whom they were sent (and when) and when you receive a response (if you do). Once you have exhausted all avenues of attempting to ensure you have submitted everything they require, but your pay remains unchanged, the record of your attempts to reach out to the TDSB will help support your case should it be required that we advocate on your behalf. However, first ensure that you have submitted the Online Letter of Intent and that you contact QECO for their timelines, and then contact your previous employers for records of your teaching experience.

LTOS - the salary grid vacation and holiday pay and Recognized teaching experience from the Collective Agreement

12.1.0. A Long Term Occasional Teacher shall be paid in accordance with the salary grid set out in the current collective agreement for the Board's secondary teachers but such payment shall be made only after the ratification of this Agreement and shall be retroactive to the beginning of the term of this Agreement.

Such payment shall be the amount set out in the grid less an amount equivalent to the total of vacation and statutory holiday pay to which the Occasional Teacher is entitled under applicable legislation.

Placement on the grid shall be in accordance with the Long-Term Occasional Teacher's recognized teaching experience and category placement following confirmation by the Board of the appointment to the long term occasional teaching assignment.

Payment on the secondary teachers' salary grid shall be retroactive to the first day of the long term occasional teaching assignment.

The Long Term Occasional Teacher shall be paid as set out herein until the expiration of the long-term occasional teaching assignment.

12.2.0The vacation and statutory holiday pay to which the Long-Term Occasional Teacher is entitled under applicable legislation shall be added to the rates set out in 12.1.0 above.

12.3.0Recognized teaching experience shall include:

- all contract teaching experience,
- all Long-Term Occasional Teaching experience,
- all Short Term Secondary Occasional teaching experience with the Toronto District School Board obtained after September 1, 2009,
- Short Term and Long-Term Occasional teaching experience as described in the two preceding items will be calculated such that each day of experience shall equate to 1/194 of a year of credit, rounded to the nearest 1/10 of a year as per standard rounding procedures. It is understood that this calculation applies to grid placement for long-term occasional teaching assignments only.
- Notwithstanding the formula set out above, an Occasional Teacher hired as a Long-Term Occasional Teacher on or before October 31 who works in that same assignment for the remainder of the school year shall be credited with a full school year of teaching experience.
- 2.4.0. 12.5.0. The group placement of a Teacher shall be determined by the Board based upon the Certification Rating Statement of OSSTF or Qualifications Evaluation Council of Ontario (QECO) and the Group definitions set out in the O.S.S.T.F. Certification Plan in effect September 1, 2008.
- It shall be the responsibility of the Long-Term Occasional Teacher to provide the Board with the teacher's certification rating statement and any supporting documents no later than the end of the long-term occasional teaching assignment.

Industry experience only pertains to Permanent Contract Teachers not LTOs.

Parent Teacher, Staff Meetings and PA/PD days

From the Collective Agreement

LTOs

12.9.0

Long Term Occasional Teachers in alternate day or half day assignments shall not be required to attend parent teacher interviews, staff meetings, or Professional Activity/Development Days during the period for which they are not scheduled to work, without compensation at their LTO rate.

Daily OTs

Daily OTs are not expected to attend parent teacher interviews, attend staff meetings or PA/PD days. The OTBU organizes PA/PD events for OTs and attendance is voluntary. See the **Pocket Calendar** for dates and check emails from the OTBU for dates, activities and registration.

As an LTO you are expected from day one to prepare lessons, do assessments and evaluations and enter marks.

If you are an OT and in for a teacher for more than three days you might be expected to start preparing marks and doing evaluations. Contact the department CL for clarification and guidance.

Professional Information

Your Role as an OT

1. Arrive 15 mins before the start time of your job! Confirm job information by bringing the job number with you.
2. Collect attendance, important school info (i.e. emergency procedures, student safety plans), lesson plans, and KEYS
3. Take attendance and submit within first half hour of class starting. The TDSB uses *powerschool.*
4. Follow lesson plans where given, OR improvise with a back-up lesson plan/activity
5. IDEAS?? TedTalk + answer questions? Round table discussion/debate?
6. At the end of the class, ensure all students have left the class, close all windows and ensure classroom materials are returned and classroom is locked. Return materials you received at the beginning of the day to the main office.
7. **DO NOT LEAVE STUDENTS UNATTENDED/UNSUPERVISED!**
8. Leave a note for the regular teacher. THIS IS SO IMPORTANT IF YOU'D LIKE TO BE REMEMBERED AND CALLED BACK AGAIN IN THE FUTURE!

   Include:
   - who was present? Who was absent?
   - what did you cover?
   - any concerns that students brought up that you couldn't answer (make-up test request, etc.)
   - behavioural notes for follow-up
9. Know the office phone number and the names/numbers of the VPs.

Marketing Yourself

School admin staff see and hear from many people every day and they won't always remember who they spoke to. Leave them a business card.

- Important Info to Include:
  - your first and last name
  - your teachables
  - your TDSB employee ID
  - email address and phone number to reach you

Don't be afraid to email the Office Admin (or OA) at your local schools to let them know you're available and interested. Attach a digital version of your card in your email!

Suggestion: Also email department heads/ACLs of the departments you'd work with. You can usually find this information on school websites.

NETWORK! It's all about who you know… now more than ever.

NOTE: Office Admin and teachers both have the ability to request specific OTs.

Responsibilities of the Occasional Teacher

In your position as an Occasional Teacher, your appearance and demeanour should present a positive role model to students. You are responsible for the safety and education of the students in your care. Upon arrival to a school, it is important that you ask for and familiarize yourself with:

- School's Code of Conduct
- School's Emergency Procedures (fire drills, evacuation, lockdown, emergency number)
- Safety Plans Procedures
- School Intercom System and/or Internal Phone System

You are to assume the duties of the teacher you are replacing. These include:

- Arriving at the school no later than the time specified on the job.
- Reporting to the main office upon arrival at the school.
- Accessing your classroom and supplies in a timely fashion.
- Checking in the main office for keys, lesson plans, attendance procedures, office referral forms, student safety plans, identified emergency procedure processes, lockdown procedures and student health issues. **If these are not provided, ask the Administration in the Main Office**.
- Providing appropriate work when no lesson plans have been left. Seek advice from the main office if you have questions or concerns.
- Maintaining the security of the classroom by locking unattended classrooms.
- Providing supervision for the students in your care at all times. **DO NOT LEAVE STUDENTS UNATTENDED (e.g. in hallways, classrooms, etc.).**
- Taking attendance of students in accordance with the school's established procedures.
- Following the lesson plans provided by the teacher.
- Reporting student behaviour issues or incidents of concern to the main office.
- Remaining in the school for the entire instructional day.
- Leaving a note for the regular classroom teacher that summarizes the work you were able to cover with students and reports any concerns with respect to student behaviour, etc.
- Before leaving school, return keys to the main office.
- Reporting student or staff accidents/injuries and/or violent incidents to the main office immediately. and ensuring that any necessary reports are completed.

  For staff injuries refer to Appendix A.

PD Days, On-Calls and Staff Meetings

On-Calls for OTs
Our CA has always allowed for full-period on-calls for daily OTs. In the past it has been 'understood' that on-calls for OTs are one half of the period. The ongoing shortage of daily coverage has resulted in some schools assigning full-period on-calls for daily OTs. Schools generally try to avoid this, but to ensure that the FTE maximums (27 +5) and the POR maximums (14) for contract teachers are maintained, they have leaned heavily on OTs for coverage.

On-Calls for LTOs
Administrations normally follow the maximum for FTE teachers- 27+5 for LTOs but are also known to take advantage of the vagueness of the language in the CA for limits for LTOs. From the CA:

LETTER OF UNDERSTANDING RE: Long Term Occasional Teacher Workload Long Term Occasional Teachers will be assigned the same workload and be subject to equivalent working conditions to the permanent teacher they're replacing for the duration of the LTO assignment.

LTO Rollover
On the 10th day of doing the timetable of one teacher, the job becomes an LTO. Pay is retroactive to the start of the assignment. This should be automatic, but it is a good idea for the member to check with the office admin. to ensure their status is updated. The difference in pay may not show up for two or three pay cycles. During the 2023-2024 school year, it was taking up to 3 pay cycles for retro pay to be received.

OT/LTO and Sick Days:
Sick days are pro-rated for LTOs and appear on the pay stub. Approx. 1 per month, 11 in total for the year. Daily OTs have NO sick days.

PD Days for OTS and LTOs
For daily OTs PD day activities are optional and unpaid. The OTBU does organize two PD days-one in November and one in February. LTOs are expected to be with their schools PD activity. PD days do not interrupt a LTO.

OTs and LTOs and Staff Meetings:
Daily OTs are not required to do staff meetings or parent/teacher interviews. Admin. may ask you but you do not have to say yes. That is your call. LTOs are expected to attend staff meetings and parent/teacher interviews.

If your LTO ended on Friday and you are now a daily OT at the same school that is acceptable. If you are in for the same teacher, same timetable, that is different.

> **CA p.47 12.9.0** Long Term Occasional Teachers in alternate day or half day assignments shall not be required to attend parent-teacher interviews, staff meetings, or Professional Activity/Development days during the period for which they are not scheduled to work, without compensation at the LTO rate.

Sick Days/Religious Days for OTs and LTOs

For Daily OTs

Daily OTs do not receive sick or religious days.

Sick Days or LTOs

The sick day entitlement is 11 sick days for the year and 120 short term disability days. LTOs accumulate approximately 1 sick day per month of the LTO worked. You may be asked for a doctor's note. Every month you are in an LTO, you accrue 1.1 sick days that pay you 100% and 12 short term disability days, per month, that pay you 90%.

From the Collective Agreement:

"A long-term occasional teacher who works more than one LTO assignment in the same school year may carry forward sick leave and STLDP from one LTO to the next, provided the assignments occur in the same school year." (p.13 CA, f) iii

In addition to the 11 100% paid sick days, you have access after that to up to 120 90% paid short term disability leave days for the year.

If you need to take more than a couple days off in a row, you would be wise to obtain a doctor's note. The note should not go into details on the diagnosis; it should simply state something to the effect that you need time off from work due to an issue of physical or mental health. The note would go to the school admin if the school admin requests it. You may also wish to inform your admin if you need to be away for more than a few days, so the school can get sufficient OT coverage. If you go on sick leave as an LTO, the paid sick leave won't continue past the end of your assignment.

Infectious Disease Emergency Leave form. This can be found on the TDSB website (after you login). Under Employee Services, select Forms then on the left-hand side select Occasional Teaching. You'll find the IDEL form there. You may be eligible for up to 3 days at $200/day.

Religious Days

From the Collective Agreement TDSB-OSSTF-OTBU-2022-2026-Collective-Agreement-(1).pdf

Miscellaneous Leave

14.1.0 Miscellaneous Leave up to a maximum of five days per school calendar year may be granted by the Director to a Long-Term Occasional Teacher in an assignment with the Board without loss of salary...

P.A. Days for OTs and LTOs

OTs

PD days for daily OTs are unpaid. The OTBU organizes two PA events, one in November and one in February.

LTOS

If the member has been in an LTO assignment for at least 10 days, same teacher-same timetable, they are paid for the PA day provided they are present for the activity. This is usually compulsory for LTOs.

On-Calls

OTs

Daily OTs can be assigned full period on calls. There is no upper limit on the number per year. Schools try to avoid giving full-time on-calls to OTs but it happens more often than it should.

LTOS.

In our Collective Agreement there is a 'Letter of Understanding' that LTOs be given the same workload as contract teachers. Contract teachers do have a limit on the number of on calls they can do in a given school year- 27 half period on-calls and five additional supervision periods.

A "Letter of Understanding" is an agreement between two or more parties outlined in a formal document. ***It is not legally binding*** *but signals the willingness of the parties to move forward with a contract.*

Working with School Support Staff

Please be aware that there is a host of non-teacher personnel employed by the Board to support the learning needs of students in school settings across the system, at both the elementary and secondary levels. These positions include but are not limited to:

- Educational Assistants (EAs)
- Special Needs Assistants (SNAs)
- Food Program Assistants
- Early Childhood Educators (ECEs)
- Child and Youth Workers (CYWs)
- Child and Youth Counselors (CYCs)

In your role as an Occasional Teacher, you may have occasion to interact, either directly or indirectly, with many of these support staff. The expectation of your employer, and the *Education Act*, is that you will work cooperatively and collegially with such personnel to provide the appropriate level of support for students assigned to your care and instruction.

Should you have any questions or concerns regarding respective responsibilities of teachers and support staff, you are encouraged to speak to a school administrator or consult with your union executive in a timely manner.

Best Practices for the Occasional Teacher

1. If you must speak to a student alone after class, keep it short and professional. Stay in view of the hall. Stand by the door. Have another teacher nearby.

2. Maintain your "personal space". Don't let students crowd around you or your desk.

3. Do not spend time with students outside of your professional responsibilities. Participate only in school board-endorsed activities with students.

4. Maintain professional communication and relationships with students, parents and colleagues. Think carefully about what you say, write, or post electronically. Your words and gestures can be misinterpreted, to your detriment.

5. Do not share phone numbers, email addresses or personal websites with students.

6. Do not take photos of students, unless authorized by the principal.

7. Do not befriend students on any social media websites. This could result in termination of employment.

8. Do not offer students rides in your private vehicle in contravention of the Board's transportation proto- cols.

9. Be extremely cautious about touching students. Unnecessary physical contact with students is fraught with professional risks. Best advice; **never touch** a student for any reason in any way.

10. Call for assistance from the office before a situation gets out of control. Explain that you are concerned that the situation seems to be escalating and that you are being proactive in heading off problems. Know the office phone number before you head to class.

11. Document anything that happens during the day which seems slightly out of the ordinary. Keep your notations to the facts and write down the essential W's - who, what, when, where and that other W – witnesses. Keep a copy of your notes.

12. Be familiar with the school's procedures governing student conduct, progressive discipline, office refer- rals, emergencies, and the like.

13. Raising your voice is not an effective classroom management strategy.

14. Keep the classroom door open, if possible.

Never Leave Students Unattended

Classroom Management

Occasional Teachers are expected to manage a classroom in accordance with the duties of a teacher as outlined in the Education Act and Regulations, and Toronto District School Board Policies and Procedures.

Good Classroom Management Includes:

1. Greeting students as they enter the classroom.
2. Placing yourself where you can see and be seen until the class has settled down (the first few minutes of an assignment are crucial in setting the tone for the day).
3. Using the attendance procedure to establish a rapport with the class.
4. For attendance, the students sign their name on a sheet of paper.
5. Using appropriate proximity and eye contact strategies.
6. Presenting a positive attitude including respect for students.
7. Delegating simple tasks to students.
8. Getting students' attention quickly and then waiting for them to listen actively to you before giving instructions.
9. Limit movement of students, as appropriate, to complete the assignment while they are working – this is where the re-teaching occurs for students who need more help.
10. Approaching students and situations in a problem-solving manner and positive tone of voice to avoid escalating a confrontational situation.
11. Ensuring students are kept busy with constructive work related to their studies.
12. Involving students in the lesson by encouraging active participation.
13. Calling the school administration (Principal or Vice-Principal) before a difficult situation escalates into a crisis.
14. Calling the office if referring a student to the office for discipline, describing the problem and advising the office that a student is on the way. Inquire about any school and/or Board forms required in such situations.

Never Leave Students Unattended

Handling Common Situations

1. No keys? Ask OA for caretaker's info.
2. If you are not given keys all the OTBU office at 416-423-3600.
3. Need to go to the washroom during class time? Call the office to send someone to your class or flag a school-based safety monitor down. Do not leave the students unattended.
4. Students' behaviour escalating? Approach situation with humor where appropriate to de-escalate, have a private conversation with the student outside of the class, otherwise call office for a school based safety monitor to assist.
5. Do not raise your voice…
6. …or try to physically block a student from leaving the classroom.
7. Have the office phone number nearby and call the office. If an issue arises later, resulting in a meeting with the administration. Their first question will be, "Did you call the office for assistance?"
8. A Student wants to leave early. Call the office and a school-based safety monitor will come and escort them to the office to sign out.
9. In most cases it is best to leave the door open.
10. Remember you are there to supervise the class. Be alert and if possible, move around the class.
11. Stay calm. Do not react to provocation negatively.
12. While it is always a good idea to leave a note for the teacher on how the day went, always leave a note of any unusual incidents and if serious let the office know before leaving the school for the day.

Sometimes teachers are called to a meeting with the administration about something that happened in class a day or even weeks later. Having left a note for the teacher, knowing that you called the office to ask for assistance and reported the incident at the end of the day will be helpful.

From the Crisis Prevention Institute

Ten De-Escalation Tips

1. **Be Empathetic and Nonjudgmental** When someone says or does something you perceive as weird or irrational, try not to judge or discount their feelings. Whether or not you think those feelings are justified, they're real to the other person. Pay attention to them
2. **Respect Personal Space If possible,** stand 1.5 to three feet away from a person who's escalating. Allowing personal space tends to decrease a person's anxiety and can help you prevent acting-out behavior.
3. **Use nonthreatening nonverbals** The more a person loses control, the less they hear your words—and the more they react to your nonverbal communication. Be mindful of your gestures, facial expressions, movements, and tone of voice.
4. **Avoid overreacting** Remain calm, rational, and professional. While you can't control the person's behavior, how you respond to their behavior will have a direct effect on whether the situation escalates or defuses. Positive thoughts like "I can handle this" and "I know what to do" will help you maintain your own rationality and calm the person down
5. **Focus on feelings** Facts are important, but how a person feels is the heart of the matter. Yet some people have trouble identifying how they feel about what's happening to them. Watch and listen carefully for the person's real message. Supportive words like these will let the person know that you understand what's happening.
6. **Ignore challenging questions** Answering challenging questions often results in a power struggle. When a person challenges your authority, redirect their attention to the issue at hand. Ignore the challenge, but not the person. Bring their focus back to how you can work together to solve the problem.
7. **Set limits** If a student's behavior is belligerent, defensive, or disruptive, give them clear, simple, and enforceable limits. Offer concise and respectful choices and consequences. A person who's upset may not be able to focus on everything you say. Be clear, speak simply, and offer the positive choice first.
8. **Choose wisely what you insist upon.** It's important to be thoughtful in deciding which rules are negotiable and which are not. If you can offer a person options and flexibility, you may be able to avoid unnecessary altercations
9. **Allow silence for reflection** We've all experienced awkward silences. While it may seem counterintuitive to let moments of silence occur, sometimes it's the best choice. It can give a student a chance to reflect on what's happening, and how he or she needs to proceed. Silence can be a powerful communication tool.
10. **Allow time for decisions** When a student is upset, they may not be able to think clearly. Give them a few moments to think through what you've said. A student's stress rises when they feel rushed. Allowing time brings calm.

CPI's Top 10 De-escalation Tips | Crisis Prevention Institute (CPI)

Evaluation of Classroom Teaching

The Principal or Vice-Principal may observe and assess you. Evaluations will be done in accordance with the Collective Agreement. The purpose of the evaluation is to provide an Occasional Teacher with mean- ingful professional guidance and support.

Please note that Occasional Teachers on the Secondary Long Term Occasional Teacher List who have worked four consecutive months in a single long-term assignment may be evaluated by the Principal or Vice-Principal.

Evaluation forms for Elementary Occasional Teachers and Secondary Occasional Teachers, respectively, are available through the TDSB web at www.tdsb.on.ca.

>click on Staff

> Login

> click on Employee Services

> click on Forms

> click on Occasional Teaching

> Listed under the Elementary & Secondary Occasional Forms, you will be able to locate the below types of evaluations that are available:

> **Long Term Occasional Teacher Evaluation Process and Form** (can be completed in or after the 4th month of the same LTO assignment)

> > **Secondary Teacher Evaluation Short Term** (less than 10 consecutive days) and Short-Term Strategies

> **Secondary Teacher Evaluation Long Term** (more than 10 consecutive days but less than 4 months) and Long-Term Strategies

Professional Development

Provincial OSSTF offers it members many Professional Development opportunities which can be found on the OSSTF website www.osstf.on.ca under PD/training. Click HERE.

Some of the topics covered are:

- Overcoming Obstacles in Education
- Educational Services Resource Bank
- Educational Services Workshops
- Curriculum Materials and Classroom Supports
- Teaching Resources
- External Conferences and Workshops
- Subject Associations

OTBU D12 and Individual Professional Development

As an individual teacher, you might be interested in improving your expertise in various areas of the Ontario Curriculum and in areas of teaching methodology. You may now apply for financial support from the OTBU.

Please note that Ministry Additional Qualifications (A.Q.s) are not eligible for OTBU professional development grants.

Individual Applicants are asked to write a formal letter of application addressed to the OTBU office which must show that the P.D. activity for which you are applying: enhances knowledge of the current Ontario Curriculum, and/or enhances knowledge or expertise in a subject area which is of relevance to your current teaching profile and/or enhances knowledge or expertise in an area of work that would be of benefit to the local Bargaining Unit, for example Health and Safety.

Please include with your letter of application: a brochure or information showing what would be covered in the programme , an estimate of funds you are asking for up to a limit of $500.00, a copy to confirm your registration and attendance in the workshop or the course.

Get your package in as early as possible …

The PD Selection Committee will assess your application and may offer to pay for all or part of the proposed PD activity.

The PD activity should occur in the GTA. This will help reduce the cost of travel and accommodations, although the available funds will be applied first to the cost of the PD activity rather than travel and accommodation costs.

Successful applicants will be informed by letter or by phone, and will be required to submit re-

ceipts and cost vouchers to substantiate (proof of attendance) your participation in the proposed P.D. activity.

Please mail letters of application to:

OTBU, District 12 PD

95 Thorncliffe Park Drive Unit 1708 Toronto,

M4H 1L7

Paste the following into your browser to access the PD Form

PD Initiatives Application Form.

Preparing for your Job COVID –Edition

MOE and TDSB COVID restrictions for the 2026-2027 school year have been lifted. The list below was for the 2021-2022 school year. Check the OTBU D12 website and the TDSB website for updates.

Here are some things to consider:

1. Call the office and ask what entrance to enter from (there are staff designated entrances/exits!). Wear a mask of your own until you get to the school.
2. Carry as minimal items as you can-- minimize the things you need to disinfect at the end of the day.
3. School will provide you with a board-approved mask, (face shield if requested). Keep mask on at all times while in the school except to drink water from your water bottle. Sanitizer should be available to use in the classroom already, if not, call the office from your classroom and ask for one.
4. Don't expect to mingle in the hallways :(-- greet without contact, keep 2m distance away for your own protection and others'.
5. Wash hands frequently and keep frequently touched surfaces clean--sanitize your phone screens, keys, etc. (Caretakers wipe down high touch surfaces in the school twice a day).
6. Consider planning some contactless activities to run with students. :
7. When working with a student, if you need to get within 2m of them, USE YOUR FACESHIELD + MASK. #safetyfirst
8. Only 1 person in the staff washrooms at a time.

Long Term Occasional– LTO

Two Types

What is a LTO?

An LTO is when you are in for the same teacher, same job, for a minimum of 10 days. LTOs are paid at the contract teacher grid rate, count towards experience and can access other benefits (see the CA).

Types of LTOs—Two Types

1. Rolling LTOs

You start a job as a daily OT, and if you work for 10 days straight for the same teacher, you will qualify for LTO pay for the duration of that assignment, retroactive to your first day in that position.

This can happen as an OT and will count as LTO experience for you to get onto the LTO list (no inter- view required anymore for this). On the 10th day let the office know. While it should be automatic sometimes it isn't. This is important because on the 10th day you are paid at the TBU grid rate retroactive to your first day.

2. Posted LTOs

When a school knows that a teacher will be absent for at least 10 days or more– months or the full year, the school will post (advertise) for the position. Posted LTOs require an interview. LTO jobs are found on the TDSB website under the **People and Culture** tab.

NOTE: In both cases the LTO does not kick in until the 10th consecutive day. Should you take a 'sick day' before the 10th day of the LTO you have interrupted the LTO and the job re-sets to zero.

What is needed to apply to an LTO posting:

1. The completed LTO application form. (see People and Culture tab> Long Term Occasional for more info)
2. Up to date Cover Letter, Resume and References
3. Up to date College of Teachers Certification of Qualification
4. If you have been placed on the LTO list, you must submit the LTO Certification letter you received from Employee Services for this application to be considered complete.

Where can I find LTO jobs?

- TDSB Staff Site **Homepage** under the **People and Culture** tab
  As of the fall 2026-Long Term Occasional Teaching

Important Information related to LTO Postings:

- All LTO opportunities will now appear in **myPATH Recruiting (TalentLink).**
- LTO postings will be **advertised for four (4) working days.**
- Must be on the "LTO List" to apply to first-round postings (August?)
- Come September when second round postings go up, you can apply as an OT (the posting will note whether you are able to apply or not).
- Job postings usually close Fridays, calls for interviews usually go out the following week, but sometimes they can come two weeks later.
- You have 24-48 hours' notice (sometimes less) about interviews.
- Calls for interviews can be by email or by phone call.
- Ensure your contact info is up to date!
- If you are not available at that time say so! They will accommodate you at another time.

Applying to LTO Postings

Ensure that when you are applying to an LTO Posting that you submit a complete application package to the school. An incomplete package may result in not being considered for an interview.
A complete package includes:

- The completed LTO Application Form
- • Up to date Cover Letter, Resume and References
- • Up to date College of Teachers Certificate of Qualification
- If you are applying by email, please submit your documents as one attachment which should include all the required items detailed above.

The Interview Process

- If you apply and receive an interview you will hear back if you were successful or not.
- If you are successful and offered a job (after they submit your name to **Employee Services** and can offer it to you may begin working immediately at LTO pay.
- After 10 days they will submit your paperwork to transition fully into LTO pay. This can take up to two months for LTO pay to kick in but you will receive what you are owed-eventually.

DOCUMENTS REQUIRED TO ESTABLISH SALARY DURING a LTO

Correct Placement on the LTO salary grid requires:

Your most current rating statement, from **QECO** (page xx), and rating statement covering letter Recognized teaching experience.

Complete the online Letter of Intent form (see Appendix F)

Log on to the TDSBweb

Under Employee Services, click on Forms then Occasional Teaching

Click on **Change in Salary - Online Letter of Intent** link to access the form. The Online Letter of Intent must be completed **prior to the end of the LTO.**

Change in Salary - Online Letter of Intent

You must complete the online Letter of Intent **before the end of the LTO** to retroactively receive pay. If you do not submit the letter of Intent online before the end of your current LTO, your new rating statement will not be effective until your next LTO.

A. Qualifications (Rating Statement)

Elementary - QECO Statement of Evaluation

> Your LTO salary placement will be at Category A1 until you send a copy of your QECO Statement of Evaluation to the Employee Services, Occasional Teaching Records.

Secondary - QECO Certification Rating Statement

> Your LTO salary placement will be Group 1 until you send a copy of your QECO Certification Rating Statement to the Employee Services, Occasional Teaching Records.

Please note: if you hold a position on the Elementary and Secondary Occasional Teacher Panel, you must provide the correct group and rating statement for each appropriate panel.

Please refer to page 33 for contact information

Note: QECO deals with teachers directly. It is your responsibility to contact QECO and inform the TDSB of any changes.

B. Proof of Recognized Teaching Experience

Provide evidence that you were certified to teach during those times.

Provide evidence of teaching experience with any school board or ministry inspected private schools.

Contact previous boards to request a statement of teaching experience on official board letterhead showing the start and end dates of employment (day/month/year) and whether contract or LTO, full or part-time experience.

Letters from school principals or staff will not be accepted for salary credit. Contracts and Record of Employments will not be accepted.

Sandra Snooks sandra.snooks@tdsb.on.ca **416-397-3249**

Occasional Teachers with the last name (A - L)

Terri Delaney terri.delaney@tdsb.on.ca **416-397-3007**

Occasional Teachers with the last name (M-Z)

Applying to LTO Postings

Please ensure that when you are applying to an LTO Posting that you submit a complete application package to the school. An incomplete package may result in not being considered for an interview.

A complete package includes:

- The completed LTO Application Form
- Up to date Cover Letter, Resume and References
- Up to date College of Teachers Certificate of Qualification

If you are applying by email, please submit your documents as one attachment which should include all the required items detailed above.

Notification of a Rating Change from QECO

IF you have a change in your teacher rating certification notification must be given to the TDSB before the end of the LTO or you will not receive the change in pay. If the LTO ends and you did not send in you documentation you will not receive the increase in pay for that time period.

From the Collective Agreement

12.5.0. It shall be the responsibility of the Long Term Occasional Teacher to provide the Board with the teacher's certification rating statement and any supporting documents no later than the end of the long-term occasional teaching assignment

Andre Liu – Records Administrator	416-397-3247

Submission for Occasional Teachers to confirm eligibility for Permanent Teaching Positions

In order to apply to permanent positions released for new contract hiring, a teacher must meet the following criteria:

- Be on the Eligible to Hire List (ETH) and retain a copy of your ETH letter to be submitted when apply- ing to contract vacancies
- If you were approved for the Elementary ETH List, your ETH Letter would have been provided to you by email from Elementaryteachingrecruitment@tdsb.on.ca
- If you were approved for the Secondary ETH List, your ETH Letter would have been provided to you by email from secondaryrecruitment@tdsb.on.ca

Please note that if you are on the TDSB Occasional Teaching list for both the Elementary and Secondary panels, the above criteria must be met within the panel for which you are submitting your application.

ALTOs

Assigned Long Term Occasional

From the TDSB

An ALTO Teacher is an Occasional Teacher who may be assigned to one or more schools at the Board's discretion, for the purpose of providing coverage for full and or half day secondary school contract teacher absences. . An ALTO is assigned to go to the same school every day but maybe required to cover any teacher who is absent that day not just one teacher as in a regular LTO. Could be one day for teacher A or four days for Teacher B or 10 days for teacher C. Pay and benefits are the same as if it was a LTO. If the ad for an ALTO has "9-12" that refers to the grade levels that an ALTO might have to cover on any given day.

Anyone who is placed into an ALTO teaching position will be paid as a Long-Term Occasional Teacher and will receive all the entitlements of a Long-Term Occasional Teacher.

The OTBU for years has proposed that the TDSB set up an ALTO program. The ALTO program is on hold.
ALTOs were advertised in the LTO job postings.

From the Collective Agreement about LTOs

Download the full CA from the: OTBU D12 WEBSITE

LTOs– Recognized Experience, Pay, Qualification, Leaves and PD Days

12.3.0. Recognized teaching experience shall include:

- all contract teaching experience,
- all Long-Term Occasional Teaching experience
- all Short Term Secondary Occasional teaching experience with the Toronto District School Board obtained after September 1, 2009,
- Short Term and Long-Term Occasional teaching experience as described in the two preceding items will be calculated such that each day of experience shall equate to 1/194 of a year of credit, rounded to the nearest 1/10 of a year as per standard rounding procedures. It is understood that this calculation applies to grid placement for long-term occasional teaching assignments only.

Pay/Qualifications/Ending of an LTO/PD Days

12.4.0. The group placement of a Teacher shall be determined by the Board based upon the Certification Rating Statement of OSSTF or Qualifications Evaluation Council of Ontario (QECO) and the Group definitions set out in the O.S.S.T.F. Certification Plan in effect September 1, 2008.

12.5.0. It shall be the responsibility of the Long Term Occasional Teacher to provide the Board with the teacher's certification rating statement and any supporting documents no later than the end of the Long-Term **occasional teaching assignment.**

12.6.0. In the event that the assignment of the Long-Term Occasional Teacher is to be terminated prior to the originally scheduled termination date, the Long-Term Occasional Teacher will be given five teaching days' notice or five days' pay in lieu of notice. This shall apply only if the termination occurs for reasons other than misconduct, disobedience, or neglect of duty on the part of the Long-Term Occasional Teacher.

12.7.0. A Professional Activity/Development Day shall not interrupt the continuity of a Long Term Occasional teaching assignment.

MISCELLANEOUS LEAVE

14.1.0. Miscellaneous Leave up to a maximum of five days per school calendar year may be granted by the Director to a Long-Term Occasional Teacher in an assignment with the Board without loss of salary for the purpose of… (*see the CA for a full list of allowable misc. leaves)*

Reminders about your LTO assignment

Once you have been advised that your LTO appointment has been set up, you will need to block yourself for the duration of your assignment. For instructions on how to modify your daily availability, please refer to page 6.

• If you are a half-time LTO who works half day assignments, you will need to block yourself off by modifying your daily availability.

• If you are a half-time LTO who works full days every other day you need to follow the same procedure under daily availability and block the days that you are not available. You must do this on a weekly basis.

• When working as a day-to-day Occasional Teacher on non LTO Reporting Days,

please print and provide the document that will be included in your LTO Confirmation Email from Employee Services ("Half Time LTO Working Alternate Full Days Form") to school administration.

• Once your LTO assignment has ended, please ensure you have unblocked yourself in Smart Find so you can receive call outs for daily work.

LTO Verification Email

In order to streamline communication and provide information in a timely manner, the Board will be sending LTO Verification information via email. Please ensure that you review the

email upon receipt as it will contain information regarding your LTO assignment, including lo- cation, start date, and salary information. You may wish to print a copy of the email to retain

for your
records.

Salary

It is **your** responsibility to provide the Board with proof of your teaching experience from other Boards and/or a QECO certification rating statement, no later than the end of the LTO

teaching assignment.

If you will be unable to provide your supporting salary documents prior to the end of your LTO assignment, you must complete the Online Change in Salary – Online Letter of Intent form no later than the end of the LTO teaching assignment. The Online Letter of Intent can be found on the TDSBWeb.

Once logged onto the TDSBWeb, click on **People and Culture** tab (formerly Employee Services), then select the following from

the left-hand side menu:

- Forms
  - Occasional Teaching
    - Change in Salary - Online Letter of Intent

LTOs: On calls/workload

From our **Collective Agreement,** page 60.

LETTER OF UNDERSTANDING RE: Long Term Occasional Teacher Workload Long Term Occasional Teachers will be assigned the same workload and be subject to equivalent working conditions to the permanent teacher they're replacing for the duration of the LTO assignment.

Early Termination of a LTO

From our Collective Agreement:

12.6.0. In the event that the assignment of the Long-Term Occasional Teacher is to be terminated prior to the **originally scheduled termination date,** the Long-Term Occasional Teacher will be given five teaching days' notice or five days' pay in lieu of notice. This shall apply only if the termination occurs for reasons other than misconduct, disobedience, or neglect of duty on the part of the Long-Term Occasional Teacher.

This usually applies to Posted LTOs and not Rolling LTOS– unless a termination date was given.

Eligible to Hire

The process for applying to get on the Eligible to Hire list as a step towards a permanent contract has not been made transparent on the **TDSB Web Job Posting** page since the last school year.

The last communication we received from the Board regarding the ETH list said:
"The eligibility for consideration to be placed on the Secondary ETH List is based on the following criteria:
• You have been on the TDSB Secondary OT list for 10 months
• You have completed 20 days of work as a Secondary OT
• You have not received an unsatisfactory OT/LTO evaluation in the past school year"

Contacting the Secondary Recruitment office.

secondaryrecruitment@tdsb.on.ca

Carla Alves,
Recruitment Administrator
Emergency Replacement Teachers (new hires)
Recruitment (including Occasional Teachers)
Retired Administrators
Retired Teachers - Supply Work
416 397-3871 carla.alves@tdsb.on.ca

Rosanthy Raja,
Recruitment Assistant
Recruitment Process
416 397-3937 rosanthy.raja@tdsb.on.ca

Maria Floros,
Recruitment Assistant (acting)
Application Process
416 393-8092 maria.floros@tdsb.on.ca

Contract positions are posted on the TDSB website under job postings. Check regularly if you are interested in a contract position.

Submission for Occasional Teachers to confirm eligibility for Permanent Teaching Positions

In order to apply to permanent positions released for new contract hiring, a teacher must meet the following criteria:

• Be on the Eligible to Hire List (ETH) and retain a copy of your ETH letter to be submitted when applying to contract vacancies

If you were approved for the Elementary ETH List, your ETH Letter would have been provided to you by email from Elementaryteachingrecruitment@tdsb.on.ca

If you were approved for the Secondary ETH List, your ETH Letter would have been provided to you by email from secondaryrecruitment@tdsb.on.ca

Please note that if you are on the TDSB Occasional Teaching list for both the Elementary and Secondary panels, the above criteria must be met within the panel for which you are submitting your application.

Note: New teachers to the TDSB cannot be on both panels.

coming soon TalentLink, ETH and LTOs

Regulation 274 and the ETH (Eligible To Hire)

With the revocation of Regulation 274 the TDSB adheres to the parameters of the MOE Program memo 165 and is TDSB Policy PO98 *Teacher Hiring*. The new policy supports a commitment to fair hiring based on merit, equity and diversity.

To facilitate teacher hiring the TDSB determined that hiring to permanent contract will to exclusive to candidates on the ETH list

The ETH Hiring/Interview Process

Requirements to complete application packet

- Cover Letter
- Resume
- Employee number and OCT
  Supervisory References

What happens after you have submitted your application?

- Interviews are conducted throughout the year
- Candidates are selected for an interview based on system needs. If successful you will receive a confirmation letter that you have been added to the ETH list
- Applications are to use TalentLink

What is TalentLink? (this is new)

TalentLink is a new way to apply to LTO postings

- One place to find and apply for postings
- Works on computer and phone
- Used for recruiting in the TDSB

Old Method

Download PDF forms> email documents and wait for updates

With TalentLinK

Online application>document upload >instant confirmation.

Coming soon: TalentLink

ETH List Positions

ETH vacancies are posted externally on the Employment Teaching application page

If accessing internally go to People and Culture> Job Postings> Secondary> Teaching

A copy of your confirmation letter must be submitted with your application. If you need a copy email tdsbcareers@tdsb.on.ca

LTO Postings soon to be sent through *myPATH Recruiting (TalentLink) LTO*

LTO's are posted every Monday from 9 am to Thursday 4 pm
Complete application process prior to closing. Late applications will not be accepted

How do I apply?

Send complete application to the principal identified in the position
What does a complete application package consist of?

- A completed LTO Application Form
- Cover letter, Resume and Reference
- Up to date OCT certificate of Qualification

Interview Tips

- Usually 5-6 questions
- About yourself - skills/specialties
- Curriculum-specific (subject-specific for your teachables)
- Assessment-specific (for/as/of learning)
- Diversity/Equity piece
- Adaptability during COVID/experience with technology
- School specific (how would you fit in here...)

Some Sample Questions

1. What has motivated you to apply to be a teacher at
2. Equity and inclusion are essential principles that are integrated into every classroom at
   a. Using specific examples please describe your teacher practices that create a learning environment demonstrating equity and inclusion.
3. Consider a specific unit from theOntario Secondary Curriculum that you have designed and taught and briefly describe the process you have used.
   a. How did you assess student learning in this unit?
   b. How did you help students to progress to the next level?
   c. How did you evaluate student achievement in this unit?
   d. What did you learn from this experience?
4. You have been hired to take over a classroom mid semester, how do you create an environment that best supports student learning and well-being?
   a. Despite your best efforts, a student continues to be disruptive and disengaged. What approach over the short and long term would you take to support the student?
5. As a secondary teacher in the TDSB, how will you enrich students' overall school experience both inside and outside of the classroom? How will you support the development of the whole child? Describe a relevant experience that demonstrates this commitment.

Expectations for school board hiring policies
Policy/Program Memorandum 165

The Ministry of Education has replaced Regulation 274 with Policy/Program Memorandum that will guide the Board's decisions on LTO hiring. For more information regarding the PPM, please click on the link below:

https://www.ontario.ca/document/education-ontario-policy-and-program-direction/policyprogram-memorandum-165

Some excerpts from Memorandum 165

All school boards in Ontario's publicly funded education system are expected to establish fair, consistent, and transparent policies for teacher hiring. School boards' requirements and selection criteria for hiring should be clearly laid out and publicly available on their websites.

School boards are expected to include the following inter-dependent components in their teacher hiring policies:

- qualifications and merit
- diversity, equity, and human rights
- employment mobility
- fairness and transparency

monitoring and evaluation

Teacher hiring policies must adhere to the qualification requirements set out in Regulation 298, "Operation of Schools – General". School boards should also rely on the following when developing their selection and evaluation criteria:

- valuing applicants' demonstrated experience and commitment to creating a safe, inclusive, equitable, accessible, and high-quality learning environment; providing the best possible program as determined by the principal, and considering applicants demonstrated:
- teaching commitment
- experience or time spent in a particular school
- suitability for a particular assignment
- valuing applicants' additional experiences, skills, backgrounds, lived and work experience

responding to school and board priorities based on clearly defined criteria, including qualifications

School boards should develop the following effective practices to remove barriers and gaps in teacher hiring. To implement the expectations outlined in this memorandum and to provide that their policies remain relevant, school boards are expected to establish a mechanism, or use existing mechanisms, to collaborate with local teachers' federations and associations.

TDSB new LTO Hiring Policy, effective January 31st , 2022

All LTO Postings will be advertised for a **period of four days on the TDSB internal website.**

LTOs will be posted Monday at 9am and will close on Thursday at 4pm (subject to posting rounds impacted by Holidays). Complete applications must be submitted to the Principal/Supervisor **prior to the closing date and time in order to be considered**.

This a change from a 5-day posting round.

TDSB Secondary LTO Hiring Policy

Any assignment or appointment of a person to a teaching position shall:

be made with due regard for the provision of the best possible program and the safety and well- being of the pupils, as required under Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools — General) made under the *Education Act,* and in accordance with all other requirements set out in that Regulation, in addition to P098 (Teacher Hiring)

include the requirement that any assignment or appointment shall be made in accordance with the qualifications recorded on the teacher's certificate of qualification and registration.

When do I post my Long Term Occasional (LTO) Position?

When at least 15 school days prior to its commencement, it is known that an occasional teaching assignment will become a long-term assignment, the assignment shall be advertised on the TDSB LTO Posting Website.

Secondary Panel:

28.2.0. Access to Long Term Occasional Teaching Positions

28.2.1. When at least 15 school days prior to its commencement, it is known, to the person designated by the employer, that an occasional teaching assignment will become a long-term assignment, the assignment shall be advertised on a dedicated telephone line and/or the Board's Intranet for a period of four days. As soon as administratively feasible, such assignments shall be advertised on the Board's Intranet.

After which time, interviews will be held by the appropriate staff to select the person to fill the long-term assignment.

If it is determined, from the interview process, that no available Occasional Teacher is acceptable, then the Employer will appoint a person to the assignment.

To fill a long-term occasional teaching assignment with a person, other than an Occasional Teacher already on the Occasional Teacher List, permission must be received from the Central Co-ordinating Principal Secondary Teaching or designate, prior to offering the position.

Who Can apply for LTO Postings?

LTO postings are open to all TDSB secondary occasional teachers who hold the required qualifications for the position.

How do Applicants Apply?

All applicants must submit a complete job posting application package to the principal of the school. A complete application package includes:

A completed LTO application form

Cover Letter

Resumé and References

OCT Certificate of Qualification and Registration.

Application packages should be submitted via email only this year while school sites are not fully accessible. Updates have been made to the LTO Posting site with this information for Occasional Teachers.

Interviews for position(s) will be arranged by the principal as per the steps below. Only those applicants selected for interviews need to be contacted.

In selecting teachers for interviews, boards should, where applicants have demonstrated their ability to meet the mandatory requirements (as outlined in detail below), consider:

Diversity and equity;

merit and additional qualifications and experience; and

early-career educators.

Qualifications and Merit

In assigning or appointing a person to a teaching position (e.g., daily supply, occasional, long-term occasional, permanent) school boards should:

Consider merit to include formal qualifications and credentials as well as professional skills and apti- tudes demonstrated through a fair and transparent hiring process.

Require hiring panels to review additional qualifications, including lived experiences, skillsets, back- grounds and varied work experience that may be considered valuable to the position (e.g. unique perspectives of under-represented groups, such as Indigenous peoples, Black or other racialized people, people with a disability, etc., the ability to speak multiple languages in addition to English or French, working with diverse communities locally or abroad, ability to lead a school band, or professional experience outside of the classroom).

Maintain due regard for the provision of the best possible program as determined by the principal, throughout the hiring process, with evidence of:

teaching commitment to students;

experience/time spent in a particular school;

suitability for a particular assignment; and

responsiveness to local needs based on clearly-defined criteria including qualifications.

Promoting Equity and Diversity

Having a diverse teaching workforce is vital to serve the needs of all students and communities within the board. Inequitable representation of historically disadvantaged groups in the workforce can lead to inequities in the educational experience and outcomes for excluded or marginalized students.

Equity and diversity are critical factors that can be applied in the interview and hiring process as outlined in the Candidate Selection section of this policy.

Boards should consider whether Special Programs under the Ontario Human Rights Code may be implemented to address the effects of systemic discrimination on identified groups based on Code grounds.

Enhanced Teacher Employment Mobility

To better enable teachers to exercise mobility between positions school boards shall grant an inter- view to a relocating permanent teacher who applies to be placed on the long-term occasional teachers list if that teacher is currently or has been employed by a public-school board in Ontario within the last calendar year.

Early-Career Educators

An early-career educator is someone who completed an initial teacher education program within the last five years. Early career educators are important to long-term succession planning and should be considered as outlined in the Candidate Selection section of this policy.

Conflict of Interest

School boards shall give due regard throughout the hiring process to avoid any conflicts of interest, includ ing nepotism and favoritism.

In this section, "relationship" means any relationship of the employee to persons of: their family

whether related by blood, adoption, marriage, or common-law relationship; an intimate and/or

financial nature during the preceding five years; or

past or present private interests in connection with a candidate or applicant where their involvement in the hiring process could conflict with their duties.

No employee of the Board shall participate in, or influence the outcome of, the hiring of a person with whom the employee has a relationship.

Where the person with whom the employee has the relationship is one of multiple applicants or candidates in a competitive hiring process, the employee shall not participate in, or influence the outcome of,

any aspect of that hiring process.

Where an employee's duties would otherwise require them do something that is or may be prohibited by this section, the employee shall, immediately upon being made aware of the conflict of interest, dis- close the nature and extent of the conflict to their supervisor. If the supervisor determines that a prohibition in this section applies, the supervisor shall then assign these duties to another person who does not have a conflict of interest and shall give any further direction to the employee that the supervisor considers necessary to protect the integrity of the hiring process.

Feedback for Unsuccessful Candidates:

If unsuccessful candidates wish feedback, they should contact the principal of the school that had the Long-Term Occasional Teaching position for which they had applied, and the chair of the interview team will set an appointment for feedback.

Rights of unsuccessful candidates

Following an interview, if a teacher is not appointed or assigned to a long-term assignment, the teacher is entitled to feedback, on request, to meet with the person or panel that conducted the interview to discuss:

their performance during the interview; measures the teacher could take to enhance their professional qualifications; and other ways to improve their chance of being successful in a similar interview in the future.

When should I seek for union assistance?

Contact the OTBU Office:

- You have been asked to a meeting with the administration on a matter that is, or may be disciplinary;
- If you believe there has been a violation of any of the provisions of the Collective Agreement, or If you have a Health and Safety concern.

NOTE: Administrators are contractually obligated to inform you of your right to union representation where the administration can reasonably expect that a situation that they wish to meet
with you about could lead to disciplinary action. Never agree to attend such a meeting without contacting the OTBU first and talking with an OTBU executive member. 416-423-3600

Call the Union office to speak with an Executive Officer when:

- You are told by the administration that you are being sent home;
- As soon as you become aware of an accusation against you of inappropriate touch, physical assault or sexual assault by a colleague, student or parent of a student;
- BEFORE speaking with police or the children's aid society, if you are asked to do so;
- If you receive notification of a complaint filed against you at the College of Teachers;
- If you are requested or required to speak to police about anything work-related;
- If you need to make use of the Work Refusal procedure under the Health and Safety Act;
- If you wish to arrange for mediation due to a conflict you are having with another member of OSSTF;
- When you are injured or have a work-related accident.

NOTE: You may excuse yourself from any meeting to make this contact and you can refuse to speak with administration or police until you have spoken with an Executive Member and received advice. Politely explain that you are happy to cooperate, but you would first like to speak
to your Union representative.

You are asked to have a meeting with admin. and told to contact your union

WHAT TO EXPECT WHEN ISSUES ARE INVESTIGATED

IMMEDIATELY:

When a principal wants to discuss an issue that may lead to professional discipline, express your willingness to cooperate, but say that you cannot comment until you have contacted the OTBU.
It is the principal's responsibility to remind you of your right to Union representation.

Phone and email the OTBU office and urgently request representation. 416-423-3600
otbu.office@d12.osstf.ca

For your own records, write down your recollections of the day & class in question (if known), or the possible interactions you think may be the subject of the investigation.

Do not talk to colleagues or anyone else about the situation, because they could be required to be witnesses as a result.

THE INVESTIGATION PROCESS:

If the issue requires Police or CAS involvement, the principal will contact them.
CONTACT the OTBU *ASAP*

Opportunity To Respond Meeting (OTR)

The meeting will take place at the school or virtually, usually within one week of notification that there will be an investigation. Along with you, two OTBU representatives and two administrators will be present. The administrator will already have conducted an investigation at the school level with the parties involved or witnesses. At the OTR, they will ask you approximately 10 prepared questions, to get your perspective on the alleged issue. Notes will be taken by admin and the Union. A private caucus room will be available for us to use if we feel it would be helpful to pause the meeting for a short while in order to have a discussion.

Outcome Meeting

At this meeting you will be informed of what sort of discipline, if any, you are receiving. There will be two administrators and one OTBU representative with you. There is little, if any, opportunity for discussion at this point.

If the OTBU feels there is cause to object to the outcome decision, we may take action on your behalf to mitigate the discipline.

TYPICAL DISCIPLINE:

- Verbal Counsel/Caution: (professional advice on how to handle the situation differently next time).
- Letter of Counsel aka as Letter of Expectations: same as above in letter form, and remains with the school
- Letter of Discipline expressing which policies were violated, which goes to the Board. There may be several outcomes outlined in the letter: a block from the school for a specified period of time, requirement to take a short workshop to update your skills/knowledge, suspension without pay for a specified period of time, and in the worst case (rare), termination of employment.

WHAT YOUR OTBU REPRESENTATIVE WILL DO FOR YOU:

- Inform you about what to expect in the process and attend meetings with you. Be certain the proper procedures are followed and take notes.
- Pause the meeting to caucus privately if necessary/desired by either of us.

TIPS:

Be on time and turn off your cell phone's ringer.

Be honest and professional.
Be brief; just answer the question, without elaboration.
Stay away from blame (of staff, students, administrators, colleagues, parents, community members).
Bring water.
Show that you have an understanding of the perspective of all parties involved in the issue.

IT'S OKAY:

- To become emotional (this is a highly stressful situation for you).
- To say, honestly, "I don't remember", "I don't know", "I respectfully disagree", "I need to think about that for a minute".
- To ask for a break to caucus privately with your union reps.

The last question will be " Is there anything you would like to add?" Prepare an answer ahead of time. Mention your time with the Board, the number of years with the TDSB- never had this happen before, mea culpa, I like coming to this school, etc.. Blow your own horn.

The OTBU Executive is sensitive to the concerns of our members, and we have found that some members appreciate the support offered through the EAP. If you find that you are feeling stressed by this process, now or in the future, we remind you that free confidential personal counselling is available through the **Employee and Family Assistance Plan by calling Toll Free: 1-877-847-452500-387-4765. Local GTA: 416-956-2979**

A Special Note for Retirees

Retirees:

If you have reached your 50-day limit, be aware that attending an OTR is considered by the OTPP 'employment' , even if you are NOT paid. In that case the OTR would have to be scheduled for the following year.

Teachers requesting discipline removal, as outlined in the collective agreement provisions or due to Minutes of Settlement, are asked to submit their requests in writing to the following address:

DisciplineSunset@tdsb.on.ca for review of their request and action as necessary.

Ten reasons [plus one] why members have been called into an Opportunity to Respond (OTR) Meeting

Not a complete list by far

1. **Making inappropriate comments in class**
   For example, expressing opinions that are contrary to TDSB policy. You may be an anti-vaxxer, but you can't express that opinion in class. You do not have freedom of speech in a classroom; you are a TDSB employee and must reflect their policies.

2. **Failing to follow work left by the teacher**
   Not always possible, but if you can't, leave a note with an explanation.

3. **Touching a student**

   No matter how innocent, i.e. tapping a student on the shoulder to remind them that they left their phone on the desk or hugging a student for their achievement- never ever. Try to always maintain at arm's length.

4. **Improper use of social media**

   Never, ever try to contact a student or ask to contact a student using social media or personal emails. Social media posts, in any form, are not private; never mention anything work related even in private emails.

5. **Commenting on student's dress**

   Even positive comments can be mis-interpreted by students.

6. **Using inappropriate language in class**

   Being sarcastic, raising your voice, telling a risqué joke or using 'street' language.

7. **Making a student feel uncomfortable**

   You did nothing wrong, but the student was made to feel uncomfortable, i.e. not using the students' preferred pronoun or standing too close. Provincial law states that 'if a student is made to feel uncomfortable' that is enough for an OTR. What can make a student uncomfortable? *Almost anything.*

8. **Leaving school during the day or before the end of the day without informing the office**

   Always inform the office if you need to leave school during the day.

9. **Blocking a student from leaving or returning to class**
   If there is an issue, call the office and ask for a VP or hall safety monitor to come to the class. If no one is available, inform the office at the end of the day what happened and leave a note for the teacher.

10. **Falling asleep in class**

    This should be obvious, but it happens. A few years ago a teacher was photographed sleeping at the desk and the picture ended up in the pages of a Toronto newspaper.

Plus one

11. **You did nothing absolutely nothing wrong and have no idea why the meeting is being called**

    It could be anything i.e. a student or parent of a student misheard or misinterpreted, something you did or said. There have been meetings with no specific allegation, and the teacher did everything correctly. The school must follow the MOE guidelines, provincial law and TDSB policy. All allegations must be investigated.

Ontario College of Teachers

Teachers must be members in good standing of the Ontario College of Teachers to teach in the Province of Ontario.

Occasional Teachers working for the Board are responsible for remitting their annual fees directly to the Ontario College of Teachers **no later than mid-April** of each year. Fees cover the period from January 1 to December 31. The College usually mails a reminder to you. Current fees are $200.

A penalty fee is applied if you miss the payment deadline.

If you have not received a fee notice by February 15, call the College of Teachers at 416-961-8800. It is also possible to pay your annual fees at:

Website Online at www.oct.ca

In person or by mail to 101 Bloor Street West, Toronto ON M5S 0A1

Recently retired permanent contract teachers should note that they may not receive this reminder their first year of occasional teaching.

OCT fees are not deducted from your pay. Occasional teachers (daily and long term) must remit their fees directly.

ARM– *Active Retired Members*

ARM Website

Active Retired Members (ARM)

In 1996, OSSTF/FEESO established a new type of membership specifically for Active Retired Members (ARM). This allows retired members of OSSTF/FEESO who wish to remain actively involved with their colleagues politically or socially to rejoin OSSTF/FEESO.

Active retirement offers an opportunity for continuing involvement with the educational community at both the local and provincial levels.
Local chapters of ARM have been or are being organized to provide members with opportunities to gather for social events and/or political action activities.

The experience, skills and abilities of retired members are valuable resources that should be utilized to further goals in areas such as political action, legislative lobbying, crisis assistance, research, communications, and public relations.

ARM Organization

In 1996, the Ontario Secondary School Teachers' Federation (OSSTF) established a new type of membership specifically for Active Retired Members (ARM). For a $50 annual fee, ARM allows retired members to remain actively involved politically and socially with their colleagues. The fee is charged by OSSTF each January. If you join ARM mid-year, the fee is waived until the following January.

Why join ARM?
Access to health, travel and dental insurance

- Provincial mailings, including OSSTF Education Forum, Update and the Pocket Planner
- Newsletters to inform members about pension, legal and financial matters
- Retirement information
- Pension information
- Local social and other community activities
- Stay in touch with former colleagues!

Access to the CAREpath Cancer Assistance Program

Access to the Edvantage Program

Access to The Seniors' Care Assistance Program™, provided by Bayshore HealthCare

Access to contests

ARM OTIP Click Here for :

- Plan Information
- Guide to ARM Health Plans
- ARM Health Plans Application Form
- ARM Competitor Plan Comparison
- Reasonable and Customary Limits - Paramedical Services Chart
- On line application form

How to join ARM?
To join ARM, simply complete an online application form or contact the OSSTF Provincial Office at 1-800- 267-7867.

If you choose to purchase an ARM health plan, you are automatically enrolled in the ARM organization. The ARM Organization Fee is waived for the rest of the calendar year in which you retire (first enrol in an ARM health plan). The $50 annual fee is then deducted annually with your January health plan premium payment.

For more information on becoming a member of the ARM Organization, please contact the OSSTF Pro- vincial Office at:

60 Mobile Drive Toronto
ON M4A 2P3
Telephone: 416-751-8300

Toll-free: 1-800-267-7867

Fax: 416-751-3394

Note the ARM Newsletter is posted on the OTBU D12 website under Resources.

Maternity Leave

General information

You are entitled to take maternity and parental leave no matter how much you work, the TDSB will al- ways give you the time off, whether in an LTO or doing daily OT work.

You have the choice of a 12 month or 18 month leave. You can change your return date with at least 4 weeks' notice to the Board in writing. You can apply for the leave of absence with this form. http://www.otbud12.com/media/Occasional-Teaching-Leave-Request-Form-(Revised-August-2020).pdf

To qualify for EI Maternity / Paternity benefits, you must have a certain number of insurable hours under EI. In normal times, this was 600 hours in the year prior to taking mat leave, however the Government has changed this recently in some cases to reduce the number of hours required, as many people were not able to work due to COVID. You need to consult Service Canada for your specific eligibility re- quirements and to see what the policy is/will be when you take your leave.

You can choose 12 month or 18-month options, both result in the same dollar amount, just spread out over a different period of time. Once you choose the 12 month or 18-month option, you cannot change this with EI. There are also additional weeks available if you share the leave with your partner. See the government website for specific details.

EI pays a percentage of your average weekly earnings of the previous 52 weeks. Click here for more info or contact Service Canada directly. https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html

Continued next page...

Maternity Leave… continued

You may find it advantageous to take 18-month leave from the TDSB but take 12 months from EI. This would allow you to have more time off (reduce cost and burden of childcare) but also the flexibility to return to work, should you have the financial need to do so.

Teachers on daily casual assignments are not entitled to pregnancy leave benefits.

If you are in a LTO at the time you start maternity leave, you are entitled to apply for a 'top up' to be paid in addition to your EI benefits, called the SEB Supplemental Employee Benefit. Click here for the application form: http://www.otbud12.com/media/SEB-Schedule-II.pdf This provides for a short time top up on your EI. If you have already finished your LTO, then you are not entitled to claim for this.

You are allowed to take your mat leave and EI up to 12 weeks prior to giving birth, so you might find it advantageous to take you leave earlier, in order to get the supplemental 'top up' SEB, or you can work right up until you give birth, the choice is yours.

If you have a medical reason for not being able to work you can book off and use disability days until they run out or you give birth. You will need the doctor to fill out the application attesting you have a valid medical reason / condition. Contrary to what some people believe, just being pregnant is not enough.

You can voluntarily start her mat leave up to 12 weeks prior to the day you are expected to give birth.
There is no medical evidence needed for this.

For more information on **Pregnancy Leave** see page 53 of the OTBU D12 Collective Agreement 2022- 2026. Available on the OTBU D12 website http://www.otbud12.com/

Miscellaneous Leaves and Religious Holidays

From the Collective Agreement

14.0.0. MISCELLANEOUS LEAVE

14.1.0. Miscellaneous Leave up to a maximum of five days per school calendar year may be granted by the Director to a **Long Term Occasional Teacher** in an assignment with the Board without loss of salary for the purpose of:

a) attending a hearing at the Ontario College of Teachers (one full day during which the hearing occurs),

b) attending a hearing at the WSIB (one full day during which the hearing occurs),

c) attending the birth or adoption of one's child (one full day during which the birth or adoption occurs),

d) observing religious holy days (a limit of two in total),

e) writing university or similar examinations, writing a citizenship test or taking an oath (one full day during which the examination, citizenship test or oath occurs),

f) attending one's own graduation or the graduation of a child, spouse or grandchild from a recognized post secondary institution (one full day during which the graduation occurs),

g) attending the funeral of a close relative or close friend (one day during which the funeral occurs).

h) moving to a new place of residence on the day of the move, limited to once during a school year, i) caring for a member of the Teacher's immediate family in the case of serious illness when the Teacher has been unable to obtain other proper care for such member. 14.2.0. Bereavement Leave 14.2.1. Bereavement Leave shall be granted by the Director without loss of salary for up to three days to a Long Term Occasional Teacher on assignment with the Board at the time of the death of a member of the Long Term Occasional Teacher's immediate family in order for the Long Term Occasional Teacher to make arrangements for and attend the funeral of such family member.

14.2.0. Bereavement Leave

14.2.1. Bereavement Leave shall be granted by the Director without loss of salary for up to three days to a Long Term Occasional Teacher on assignment with the Board at the time of the death of a member of the Long Term Occasional Teacher's immediate family in order for the Long Term Occasional Teacher to make arrangements for and attend the funeral of such family member.

14.2.0. Jury Duty

14.2.1. A Long Term Occasional Teacher who is absent during the long term assignment by reason of a summons to serve as a juror or a witness in any court to which the Long Term Occasional Teacher has been summoned in any proceedings to which the Long Term Occasional Teacher is not a party or one of the persons charged shall be paid the applicable earnings under 12.1.0. during the period of such absence but not beyond the end of the assignment provided that the Long Term Occasional Teacher pays to the Board any fees, exclusive of travelling allowances and living expenses, received as a juror or as a witness.

Daily OTs are not entitled to Miscellaneous Leave, Bereavement or Jury Duty leave.

LTOs and OTs see pages 140 and 141. All forms are available on the TDSB website.

Requesting a Leave from your Occasional Teaching Position

Should you require to be on leave from the Occasional Teaching List for any reason, it is incumbent that you complete and return the Occasional Teaching Leave Form with the appropriate supporting documentation before or shortly after the start date of your leave.

Leaves are not granted retroactively.

Those who neglect to provide an Occasional Teaching Leave Form for approval, prior to or shortly after the start of their leave, will not be considered to have been on an approved leave from the Toronto District School Board Occasional Teaching list.

The Occasional Teaching Leave Request form can be found on the TDSBWeb.

Once logged onto the TDSBWeb, click on **People and Culture** tab (formerly Employee Services), then select the following from

the left-hand side menu:

> Forms

> Occasional Teaching

Forms and Information - Occasional Teaching

Leave forms can be found in the Forms section of this Handbook.

Note: Leaves are not granted automatically. Do not assume your leave will be approved or that the 20 day rule be waived even if your leave is granted.

Toronto District School Board

SmartFind*Express* (SFE)

INTRODUCTION

SmartFindExpress (SFE) is an electronic system for reporting absences and arranging for replacement employees to fill vacancies from absences. The substitute module of the SFE system allows quick and easy access to the information you need to review your profile, search for jobs and; review or cancel assignments. You can perform these tasks online or by phone.

Click below to download/view the Updated SFE Quick Reference Card:

SFE OT Browser QRC (392K 9/7/2012) 2.1.1
SFE OT Phone Access QRC (288K 9/7/2012) 2.1.1

SFE Teacher Browser Card (509K 9/7/2012) 2.1.1

SFE Teacher Access QRC (441K 9/7/2012) 2.1.1

Profiles / Classification Codes

SmartFind Express Handbook.pdf

Click here for SmartFindExpress Login Instructions

SFE System Phone Number:
416-338-4500 or 1-844-294-7614 (toll free)

For assistance, please contact:
Teaching Dispatch Help Desk
416-338-4747 Ext. 2

Support Staff Dispatch Help Desk
416-338-4747 Ext. 3

Hours of Operation - Mon-Fri 7:30 AM-5:00 PM

Toronto District School Board

SmartFind*Express*

Website:

Please access SFE online via the following link:

https://tdsb.sfe.powerschool.com/logOnInitAction.do

SFE Handbook: click here

The current system phone number remains the same: 416-338-4500

Support Staff Dispatch Help Desk (SmartFindExpress)
Hours of operation: Monday to Friday 7:30 am – 5:00 pm
PHONE: 416-338-4747 (option 3)

EMAIL: DispatchSupportStaff@tdsb.on.ca

Click below to download/view the Updated SFE Quick Reference Card:

SFE OT Browser QRC (392K 9/7/2012) 2.1.1
SFE OT Phone Access QRC (288K 9/7/2012) 2.1.1

SFE Teacher Browser Card (509K 9/7/2012) 2.1.1

SFE Teacher Access QRC (441K 9/7/2012) 2.1.1

tdsb
Toronto District School Board

REGISTRATION

First time users must register by **phone** in order to be activated. In order to register you must have your TDSB Employee Number.

NOTE: Employee Number in SFE is your "ACCESS ID"

CALL 416.338.4500 or 1-844-294-7614 (toll-free)

Website: Smart Find Express <https://tdsb.eschoolsolutions.com>

Call the Dispatch System Phone Number 416.338.4500

Enter your Access ID number. This is your Employee Number without the preceding zeros, followed by the star (*) key.

Your TDSB Employee number is shown on your pay stub/letter you receive from Staffing.

The system will ask you to enter a PIN number. Simply re-enter your Access ID number again Voice your name. You may record the name you are commonly known by. Please voice your name in a quiet area to avoid background noise. Say your name clearly.

PRESS 1 to accept

PRESS 2 to re-enter

PRESS 9 to exit and hang-up

Enter a new 6 digit PIN number followed by the star (*) key

PRESS 1 if correct

PRESS 8 to re-enter

PRESS 9 to exit and hang-up

•

Accepting Job offers from SmartFindExpress (SFE)

In the previous school year, the Board struggled to fill daily Occasional Teaching job vacancies through the SmartFindExpress automated call-out system. In many instances, the shortfall has compromised the ability of schools to properly support the learning needs of our students. Please appreciate that in the absence of Occasional Teachers picking up work for which they are available, the prospect of jobs going unfilled will remain a source of concern to all system stake-holders, most notably students and their parents. The TDSB community relies on its Occasional Teachers to provide for the kind of quality instruction and care that our students deserve when circumstances necessitate the absence of their regular teacher.

In the spirit of our shared commitment to the academic and personal well being of students, please be reminded of the importance of accepting all calls offered by SmartFindExpress, and to be aware of your professional obligations in respect to the required number of days that must be completed by June 30th of each year.

Secondary Occasional Teachers:

• Secondary Occasional Teachers: in addition to submitting your renewal online in the month of June, you must complete a minimum of 20 full-time equivalent days in order to remain on the list for next year. You will have until June 30, 2027, to complete the 20 days.

• If you have been provisionally reinstated to the Secondary Occasional Teaching List, you must complete a minimum of 20 days to remain on the list for next year, and a minimum of ten (10) full time equivalent days of the 20 days must be completed between February 1 and June 30 to qualify for reinstatement to the Occasional Teacher List.

• Accept all job offers, as SFE may phone you for jobs associated with the classifications

within your SFE profile. A Secondary Occasional Teacher who refuses four or more assign-ments (as per clause 20.7.0) for which they are qualified within a period of twenty (20) school

days or who cannot be personally contacted for an assignment over a period of fifteen (15) consecutive schools days may be removed from the list.

For clarity, this refers to assignments for classifications on an Occasional Teacher's SFE profile for which they have indicated they are certificated (i.e. on their Ontario College of Teachers Qualifications Record) OR for which they have indicated they are willing to teach. If you have indicated a willingness to teach a particular classification (e.g. subject/grade/etc.) but do not want to be required to teach it you may want to consider updating your profile by sending an email to dispatchteaching@tdsb.on.ca.

LTOs and the Dispatch System:

School Shall	Occasional Teachers Shall
• Once the occasional teacher has been hired into the LTO position it is the responsibility of the school to ensure that a job is created (usually 3-4 weeks) on SmartFindExpress until the LTO assignment is processed so that the occasional teacher is paid in a timely manner and does not receive calls for other work. • If you are creating jobs in SFE for an absent teacher on sick leave, and the **teacher is then put "on leave", all future dated jobs will be cancelled in SFE**. You will need to monitor this to ensure that a vacancy job is created in order to pay the occasional teacher until the occasional teacher is set up as the LTO.	
• On the 10th day of the assignment it is the responsibility of the school to submit the paperwork to Employee Services in order to have the Occasional Teacher set up as an LTO.	• If you receive a cancellation call for a job in SFE where you have been working towards your 10 day status, you should check with the school regarding your status. The teacher you are replacing may have been put on leave which caused all future dated jobs to be cancelled.
• Once the LTO appointment is set up and the LTO's name appears under the school list in SmartFindExpress, it is the responsibility of the school to advise the LTO to block themselves on the SFE dispatch system for the duration of their assignment.	• If the LTO does not do this, he/she will continue to receive phone calls for work. Information on how to block themselves is available in the Quick Reference Cards at the back of this Handbook.
	• If you have been hired as a half time LTO, you will need to **block yourself** off by adding unavailability dates in SFE. • If you are a half time LTO who works every other day you need to follow the same procedure and add unavailability dates to block the days that you are not available. • If you are a half time LTO who works every other day as an occasional teacher, you need to remind the schools where you work as an occasional teacher that they need to split your full day job into two half day assignments for two different days (see pg 40 for form). • Unavailability dates will need to be done on a weekly basis.
	• Once your LTO has ended, it is the responsibility of the Occasional Teacher to ensure that he/she is available again on the SmartFindExpress system to receive calls for daily work.

SFE Information for all Occasional Teachers

Schedules within your SFE Profile

It is important that you have a schedule so SFE knows when to phone you.

If you know that you will not be available for daily work for a period less than 4 consecutive weeks, it is important that you adjust your SFE profile so you do not receive job offers.

If you are unable to accept work for a period exceeding 4 consecutive weeks, please submit a completed Occasional Teaching Leave Form.

This can be done via the web, or phone:

Creating Unavailable dates via Web Browser Access:

1. Type tdsb.eschoolsolutions.com in the address bar of your Internet Browsing Software.
2. Enter your User ID and Password. If you are logged onto a TDSB computer, you can click on the TDSB-Single Sign On to log on.
3. Click Submit.
4. Go to Schedule.
5. Click on Unavail Dates.
6. Click on New.
7. Enter Start and End Date Range (MM/DD/YYYY) or use the calendar.
8. Select the All Day check box or enter the time rang in HH:MM am or pm format.
9. Select the Call for Future Assignments checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time.
10. Click Save.

Creating Unavailable dates via Telephone Access:

1. Dial 416-338-4500
2. Enter your Access ID and PIN.
3. Press 5 to Review or Modify Unavailability Dates.
4. Press 2 to add new Unavailability date(s)
5. Enter Start Date: two digits for the month, two digits for the day, two digits for the year (e.g. September 2, 2023 = 090223)
6. Repeat for the End Date

OT Assignments and SFE

Three ways

1. SFE calls out for jobs during specified hours (see next page). You will be asked to give your ID number. The details of the job are given and you will be asked to accept or decline. *See next page.*

2. You can go on the SFE website - https://tdsb.esolutions.com– for jobs that have been posted. Starting at noon jobs posted for the next day.

3. You can phone into the SFE system.

SFE System Phone Number:
416-338-4500 or 1-844-294-7614 (toll free)

For assistance, please contact:
Teaching Dispatch Help Desk
416-338-4747 Ext. 2

Support Staff Dispatch Help Desk
416-338-4747 Ext. 3

As of **May 30, 2022,** there was an update to SmartFind Express (SFE) that will save you time logging in by implementing a new Single Sign-On feature for most School-Based Staff.

To access the SFE site for your **School based assignment** use the **TDSB-Single Sign-On** icon.

Log in to https://tdsb.eschoolsolutions.com.

Click TDSB-Single Sign-On icon to log in.

SFE CALL-OUT HOURS

DAY	MORNING START*	MORNING END	EVENING START	EVENING END
Monday	6:00 AM	10:00 AM	5:30 PM	10:30 PM
Tuesday	6:00 AM	10:00 AM	5:30 PM	10:30 PM
Wednesday	6:00 AM	10:00 AM	5:30 PM	10:30 PM
Thursday	6:00 AM	10:00 AM	5:30 PM	10:30 PM
Friday	6:00 AM	10:00 AM	B Unit Only	None
Saturday	B Unit Only	None	None	None
Sunday	None	None	5:30 PM	10:30 PM
Holidays	None	None	5:30 PM	10:30 PM

5:30 AM for Extended Day Programs – Early Shift

SFE TELEPHONE ACCESS

Review or cancel assignments

Hear available jobs

Change your call back number

Review or modify temporary do not call time

Review or modify unavailability dates

Review or modify daily availability (schedule)

Change your PIN or re-record your name

SFE WEB ACCESS

Update your schedule (daily availability)

Review your classifications and locations

Review or modify your unavailable dates

Review or modify temporary do not call time

Review available jobs

Review your past or future assignments

Change password

Change email

Please note that when logging on to SFE via the web, you may be asked to validate your access by selecting certain items in images that are displayed.

To get a different CAPTCHA code, click on the Refresh icon. To listen to the CAPTCHA code, click on the Speaker icon. Both icons are located to the left of the verify button.

SFE RESOURCES

Additional resources (maps, etc.) can be found via the TDSB web by clicking on Employee Services/SmartFindExpress

Toronto District School Board

FREQUENTLY ASKED QUESTIONS

1. **What is the importance of a job number?** You need a job number in order to be paid. The job number links the teacher to payroll and creates a work record which can be referenced for future clarification. It is important that you record the job number and always carry the job number with you.

2. **What happens if I need to review my job after the start time of the job?**

Once the job has started – i.e. 8:30 a.m., you can only review your job on the SFE website, not on the phone. Why do I receive calls for which I am not qualified? You may receive calls for subjects/grades you did not specify on your profile for the following reasons: ● You may be on a school's priority list and they wish to have you for any job in their school. ● SFE will search for a subject/grade qualified occasional teacher and if no subject/grade qualified occasional teacher is available you could be the next occasional teacher called. The decision whether or not you take these jobs is yours.

3. **Why do I receive calls for which I am not qualified?**

You may receive calls for subjects/grades you did not specify on your profile for the following reasons: ● You may be on a school's priority list and they wish to have you for any job in their school. ● SFE will search for a subject/grade qualified occasional teacher and if no subject/grade qualified occasional teacher is available you could be the next occasional teacher called. The decision whether or not you take these jobs is yours.

4. **What happens if I have to cancel an assignment on the day of the assignment?**

If you must cancel on the day of the job, you have a responsibility to notify the school at the time you cancel in SFE. If no one answers your call to the school, leave a message on their answering machine. The later you cancel, the harder it is for SFE to find a replacement. It is your choice to cancel any job but it is important to remember that doing so at the last minute is very disruptive to the school day.

5. **What happens if I arrive at the school and I am told the assignment has been cancelled for that day?**

Situations may arise where a school has cancelled a job at the last minute. When the Occasional Teacher arrives at the school, the Occasional Teacher will be assigned to an appropriate job that is within his/her profile. It is very important that you have your job number available in this situation.

6. **What happens when SFE calls me for a job and I already have a job booked for the same day?**

SFE has not made a mistake; you will be called about your job cancellation. The new job offer is an indication that the job you previously accepted has been cancelled.

7. **What happens if I already have a job for tomorrow and the school I'm at today asks me to stay?**

Sometimes a situation may arise where a job may be extended. When a job is extended it may conflict with a previously accepted job. It is recommended for continuity of the student's program, that the Occasional Teacher remains in the current job if possible. As a courtesy, please call the school when you are cancelling an assigned job. In order for the current job to be extended, the occasional teacher must cancel their previously accepted job as soon as possible. 25 7.

Toronto District School Board

8. **What should I do if I receive a late call?**

The Board has an obligation to make every effort to have a fully qualified teacher in every classroom. The Dispatch System will continue to call for an occasional teacher even when the students have already entered the class. However, if you are considering accepting a late call, you should to be ready to leave as soon as you hang up the phone, and arrive no later than 1 hour from accepting the

9. **What time should I arrive at the school?**

You should arrive no later than 15 minutes prior to the start of the time specified on the job description. You should always consider distance and travel time. If you live in Pickering and the job is in Etobicoke, leave that job for someone who lives closer. The expectation is that you arrive within one hour of accepting the job. Call the school to inform you are on your way.

10. **What are my responsibilities as an Occasional Teacher at the end of the day?**

Please refer to the section in this handbook on the Responsibilities of the Occasional Teacher. **(see page 29) Please do not call the Dispatch Help Desk for directions to school locations.**

10. **How do I find out where the school is located?**

• Access TDSB website at www.tdsb.on.ca ● Look for the icon along the top of the page that says "Find Your School", and click on the icon, or click the following link: www.tdsb.on.ca/findyour/school/byaddress.aspx ● You will then be taken to a page that will give you options on how you would like to search for the school (by Map, Address or School Name) ● Click "Search by School name" ●

Start typing the name of the school in the text field, or click on the letter that corresponds with the first letter of the school where you have accepted the job ●

Once you click on the school name that you are looking for, you will be taken to a new page that will give you the exact address and school information – as well as a map that you can view to see the exact intersection If you are unsure of the directions to the school – you can visit some great online resources listed below for direction ● http://maps.google.com ● http://www.tdsb.on.ca/findyour/school/byaddress.aspx

11. **Can I turn down assignments?**

Yes, however, in the morning if you decline five (5) jobs the system will stop calling you with job offers for that school day. There are no restrictions during the evening call out. The TDSB counts on occasional teachers in maintaining the continuity and excellence of the learning process. Secondary Occasional Teachers: Please refer to clause 20.7.0 in your Secondary Occasional Teaching Collective Agreement as it relates to job refusals. 26 12.

12**What happens if I (or an answering machine) hang up the phone without entering my Access ID and PIN number?**

The result of the call from SFE will be a "no answer". During the morning call out, five (5) "no answers" will disqualify you from receiving further calls for jobs for that day.

13. **What will I hear when I call SFE**?

You will hear an introduction "Welcome to the Toronto District School Board Dispatch System" asking you to "please enter your access ID followed by the * key" and then "please enter your PIN followed by

Toronto District School Board

the * key". You then follow the voice prompts and choose options by pressing the keys on your phone (must be a touch-tone phone).

14. **What is the sequence of the job call out?**

Specifically requested by school
School's priority lists by subject/grade
School's priority list (not by subject/grade)
Occasional Teacher's priority schools/zones by qualified subject
Occasional Teacher's priority schools/zones by willing to teach subject

Occasional Teacher's priority schools/zones regardless of subject

15. **Will I be able to hear future jobs that are available for me to accept?**

Yes, after 12 noon each day you will hear jobs for which you have been specifically requested. If you are the next person in the queue, you will hear jobs for which you are listed on priority lists and any other open jobs where you are next in the queue and for which you are qualified in the schools or zones you have indicated. Once SFE has exhausted the qualified pool, you will also hear jobs outside your area of qualification.

16. **Will I be able to view future jobs for me to accept on the web?**

Yes, after 12 noon each day you will view jobs for which you have been specifically requested. If you are the next person in the queue, you will be able to view jobs, for which you are listed on priority lists/priority lists, and any other open job for which you are qualified in the schools or zones you have indicated.

17. **What happens when I am listening to a job and I get a message "this job is being offered"?**

If you hear this message, it is because SFE is in the process of offering the job to another Occasional Teacher.

18. **Can I listen to what is available before making a choice?**

Yes, you may be presented with up to five (5) jobs per call-in. As you listen to each job, you can have it repeated. You can accept the job, decline the job or ask to hear another job. Bear in mind that the job can be accepted by another Occasional Teacher and may disappear from your choices. If the job truly doesn't interest you, decline it.

19. **What happens when I am searching for jobs on the web and I see a job with a message "In Call Out" mode?**

You are only able to view the job but not accept if the job is in "call out" mode. The message on the screen will say "This job is currently being offered to a substitute. You may retry later." You can accept or decline a job only when "Details" is displayed on the screen. 27

20. **Can schools request me?**

If you are not restricted as a condition of employment, then yes, schools can specifically request you by one of two methods: ● They may personally contact you to be pre-booked. Once this is done the school should immediately enter the job in SFE to provide you with a job number; or ● The school may enter the job into SFE and specify you as the requested Occasional Teacher. When you receive a call for a job under this circumstance, either accept or decline the job immediately.

Toronto District School Board

21. **What happens if a school specifically requests me, or places me on their priority list, but I have not indicated on my profile that I am willing to teach at the school or in that zone?**

Special requests and priority lists take precedence. You will be called for that school. If you do not want to be called for that school, you should call the school and ask them to take you off their priority list.

22. **What happens when I accept an LTO and also have future occasional teaching jobs?**

You need to cancel all occasional teaching jobs that you accepted prior to getting your LTO, and make yourself unavailable during the duration of the LTO assignment.

23. **What happens when I have accepted an LTO assignment and I am still receiving calls for work from SFE?**

The school should be placing you in a job until your LTO assignment is processed in order to ensure that you are paid in a timely fashion as the Occasional Teacher. ● Once your LTO appointment has been processed you will be notified by email and must make yourself unavailable.

24. **How do I block myself for a certain day of the week?**

Refer to Quick Reference Card (QRC), option number 6 see next few pages

25. **What do I do if I do not want to work for an extended period of time?**

If you are planning to be unavailable for more than a three (3) week period, you need to complete an Occasional Teacher Leave Request Form (See Appendix H), also available on the TDSB Occasional Teachers website. You need to block yourself on SFE and make the following choice: "Do you wish to be called for future jobs?" ● If yes, SFE will continue to call you for jobs beyond your unavailable period ● f you are planning to be out of the country, make sure you click that you do not want to be called for future jobs – otherwise your voice mail may fill up with SFE messages.

25.b **Can I turn down assignments?**

Yes, however, in the morning if you decline five (5) jobs the system will stop calling you with job offers for that school day. There are no restrictions during the evening call out. The TDSB counts on occasional teachers in maintaining the continuity and excellence of the learning process. Secondary Occasional Teachers: Please refer to clause 20.7.0 in your Secondary Occasional Teaching Collective Agreement as it relates to job refusals.

26. **What happens if I am searching for jobs on the web and the system is very slow?**

The response time for occasional teachers shopping for jobs when they have a very large profile of classifications and schools/zones can be very slow at certain times of the day, it is suggested to search in portions of time; i.e. one week at a time as opposed to an entire month.

27. **How do I view or make changes to my existing SFE profile?**

See Appendix E – Occasional Teacher Profile Information *see next few pages*

From TDSB Web click on "People & Culture" ->
on the left hand header "SmartFindExpress" ->
"Occasional Teachers" -> Scroll and under "Profiles / Classification Codes"
click on the hyperlink for the Google Form.

28. **How do I advise the Board of a change to my personal information?**

See Appendix G – Occasional Teacher Notification of Change *see next few pages*

APPENDIX E

Toronto District School Board

Employee Services ♦Secondary Teaching Office♦Occasional Teaching

5050 Yonge Street+2nd Floor+
Toronto+Ontario ♦M2N 5N8
Telephone: 416-397-3580 Fax: 416-397-3010

OCCASIONAL TEACHER PROFILE INFORMATION

To view your existing profile, sign in to SmartFindExpress (SFE) browser:

From Home

1. Launch your internet browser (e.g.. Microsoft Internet Explorer, Safari, Google Chrome, etc.)
2. In the address field, enter www.tdsb.on.ca, select "Staff' and then "Login"
3. Click on SmartFindExpress Link *(Tip - save to your Favourites!)*
4. Enter Access ID (**your employee# minus the leading zeros) e.g. - 33333**
5. Enter PIN (same PIN as on phone system)
6. Click 111!'1J!JII

From TDSB Workstation

1. Click either the Internet Explorer or Google Chrome icons to open the TDSBweb
2. Click Teachers Link
3. On the left hand side select SmartFindExpress
4. Enter Access ID (**your employee# minus the leading zeros)** e.g. **33333**
5. Enter PIN (same PIN as on phone system)
6. Click Submit

If you wish to revise your existing profile, revisions must be emailed, hand delivered, or faxed to the Occasional Teaching Office and will be subject to approval. Your co-operation in listing your changes in alpha order would be appreciated. Your request also must include your full name, employee number, OCT number to verify classification code changes, and mailing address, including your postal code.

Tip - try to submit your profile revisions during the summer so that we can get them updated for you before the busy Fall period starts!

Please send you.rprofile revisions in writing to:

Employee Services - Occasional Teaching
5050 Yonge Street, 2nd Floor, Toronto, Ontario, M2N 5N8
Fax: (416)397-3484
Email: dispatchteaching@tdsb.on.ca.

***Emails must be sent from your TDSB Gmail email. Always ensure to include "Profile Update" in the subject line**

APPENDIX F

Online Letter of Intent - Change in Salary Group Notification

Accessing the Online Letter of Intent from home:

1. Go to **mytdsb.on.ca**
2. Login with your Employee number and password
3. Go to Employee Services> Fom1s > Occasional Teaching
4. Click on Change **in** Salary - Online Letter oflntent
5. Click on Next

Accessing the Online Letter of Intent from a TDSB networked computer:

1. Go to the **TDSBWeb**
2. Go to Employee Services> Forms> Occasional Teaching
3. Click on Change in Salary - Online Letter of Intent
4. Click on **Next**

Online. letter of Intent.- Change in .Salary Group Notification

For Occasional Teachers.**t.IIUIIIIh'.** in a Long Tenn Occasional position

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Only numbers may be entered in this field.

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Check .any that apply

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iII OSSTF Rating Statement; or
fii Teaching Experience

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Submit | Exit and clear survey

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APPENDIX G

OCCASIONAL TEACHER
Notification of Change

Employee Services ♦Secondary Teaching Office
Occasional Teaching

5050 Yonge Street• 2nd Floor
Toronto+Ontario ♦M2N 5N8
Telephone: 416-397-3580 Fax: 416-397-3484

If your status as an Occasional Teacher changes, please fill out this form and return to the above address or email to Dispatch Teaching (dispatchteaching@tdsb.on.ca)

Name:_____

SAP Employee#: _____

I request the following change in my status as an Occasional Teacher for the Toronto District School Board.

Change in Address/Phone:

To change your address/phone number, log on to myINFO. Click on *Personal Information > Personal Profile.* Then click on *Add* beside *Addresses.*

Please note that the effective date of the change cannot be in the past. Your new address record will be effective on the day the change was made or on a future date.

Change in Emergency Contact Info:

To change your address/phone number, log on to myINFO. Click on *Personal Information > Personal Profile.* Then click on *Add* beside *Emergency Contact.*

New Qualifications (Submit Proof from the Ontario College of Teachers)

_____ _____

_____ _____

Request to change Appointment Status in Order to Collect Teachers Pension:

End Date of Occasional Teaching Position: _____

Reinstate as Retired Occasional Teacher effective: _____

Snow Days?

If you had a job scheduled and it is canceled due to a 'snow day' past practice is that the TDSB will pay you for the day.

We don't have language in our Collective Agreement stating that OTs must get paid for a snow day. The OTBU has successfully argued for it in the past, but that is not a guarantee that TDSB will agree to it.

(Any jobs that were picked up after the closure email was sent out by the TDSB will likely not be paid.)

Our OTBU exec team will continue to advocate for our members when they next meet with senior TDSB management, taking the position that pre-booked jobs, jobs that were booked before 6 am, should be paid out. At this point, however, we cannot guarantee they will be paid. Problems are dealt with on a case-by-case basis.

Pertinent information—school, job number, and times you accepted the job and when it was cancelled. The OTBU will also need this information to advocate on your behalf.

Toronto District School Board

SFE BEST PRACTICES

Review the SmartFind Express Home Page frequently for important information.

- If you know that you will not be available to work on a particular day, please block yourself on SFE so the system will not waste time calling you for jobs. That will free up the system for your Occasional Teacher colleagues.

Simply turning off your cell phone DOES NOT make you unavailable. The system will continue to call your cell number, instead of phoning other Occasional Teachers. You must modify your unavailability on the system in the following way: • Call in before the call-out period. Enter your information and choose option 4 to review or modify a "do not call time". This can be set for up to 5 hours from the time you make this call. • If you forget to change your unavailability prior to the beginning of the call-out and the system calls you, press 2 to set a temporary "do not call time". This can be set for up to 5 hours from the time you receive this call.

- It is important that you have a schedule so SFE knows when to phone you. If you are unable to accept work for a period exceeding 3 consecutive weeks, please submit a complete Occasional Teaching Leave Form. If you know that you will not be available for daily work for a period less than 3 consecutive weeks, it is important that you adjust your SFE profile so you do not receive job offers. This can be done via the web or phone (see Appendix C and Appendix D)

- Always ensure that your call back number is correct. To change your call back number refer to the Quick Reference Card (QRC), option number 3.

- Please do not phone in or use the web to search for jobs while the system is calling out.
- SFE is in regular callout Monday to Friday daily from 6:00 a.m. to 10:00 a.m., Monday to Wednesday evenings from 6:00 p.m. to 10:00 p.m., Thursday evenings from 5:30 p.m. to 10:30 p.m., and Sunday evenings from 6:00 p.m. to 10:30 p.m.

Toronto District School Board

- Do not tie up the phone lines for long periods of time as this prevents school administrators and teachers calling in to report absences. Also, while you are tying up a phone line, you could miss an important job offer. These lines are monitored for abuse.

- The best time to call the system is after 4:15 p.m. and before the evening call out, or any time after the evening call out and before the morning call out time. You may also call in after 12:00 noon to hear future jobs.

- The best time to search for jobs on the web is after 12:00 noon, to see future jobs.
- Use measured search parameters – i.e. search job by week at a time instead of a month.
- Be very careful when you are reviewing your jobs. Follow the prompts carefully so that you do not cancel your job in error.

- Always press option 9 when you are exiting the dispatch system, to ensure that you end the call.
- You should review your future bookings regularly to confirm that pre-booked jobs are still in SFE. Be available to work on Mondays and Fridays and high holy days.

- Do not cancel jobs at last minute.

- If you must cancel a job at short notice, be sure to advise the school by phone as soon as possible.

Declining a Job

Sometimes we're offered jobs we can't take on. It happens!

SmartFind Web: If you're requested for a particular absence, you'll see this job appear to you on Smart- Find Web indicating that you are requested. Should you need to decline, click the job, and at the bot- tom of the job, click decline.

SmartFind Phone: Pick up the call and enter your tdsb employee ID followed by the # key. Then enter your PIN followed by the # key. Press 1 to listen to the job description. Follow phone instructions for declining the job.

Note: You can mark yourself as unavailable for the day and set a temporary no-call time (2 hour peri- od).

Canceling a Job

Sometimes we accept a job and our situation changes. You could give the OA at least 2 hours notice to find a replacement when you cancel-- but its not necessary.

SmartFind Web: You'll see your job appear under 'Review Assignments'. Click on the job number and click cancel job.

SmartFind Phone: Call the SmartFind system (416-338-4500). Enter your tdsb employee ID followed by the # key. Then enter your PIN followed by the # key. Follow phone instructions for listening to jobs that you're booked for and follow instructions to cancel the job.

Toronto District School Board

SFE PROFILE INFORMATION

To view your existing profile, sign in to SmartFindExpress (SFE) browser:

1. Launch your internet browser (e.g.. Microsoft Internet Explorer, Safari, Google Chrome, etc.)
2. Go to https://www.tdsb.eschoolsolutions.com
3. In the address field, enter www.tdsb.on.ca, select “Staff” and then “Login”
4. Click on SmartFindExpress Link (Tip – save to your Favourites!)
5. Enter Access ID (your employee # minus the leading zeros) e.g. - 33333
6. Enter PIN (same PIN as on phone system)
7. Enter CAPTCHA (if prompted)
8. Click “SUBMIT"

From TDSB Workstation

1. Click either the Internet Explorer or Google Chrome icons to open the TDSBweb
2. Employee Services (to be added)
3. Select SmartFindExpress: https://tdsb.eschoolsolutions.com
4. Enter Access ID (your employee # minus the leading zeros) e.g. 33333
5. Enter PIN (same PIN as on phone system)
6. Click “SUBMIT"

PROFILE REVISIONS & ASSISTANCE

Contact the Smartfind Express Help Desk (Support Staff) E-mail address: dispatchsupportstaff@tdsb.on.ca

Support Staff Dispatch Help Desk Phone Number:

416-338-4747 (option 3)

Call or email the Help Desk when you require assistance with the following:

1. Trouble Signing In – when password is forgotten
2. Updating “Unavailability”
3. Modifying preferred quadrants
4. Updating TDSB email address in your profile; do not use your personal email

SFE BEST PRACTICES

1. Always make a note of the **job number.** If there is a problem with your pay at a later date the OT-BU and the TDSB can help you **only** if there is a job number.
2. If you know that you will not be available to work on a particular day, please block yourself on SFE so the system will not waste time calling you for jobs. That will free up the system for your Occasional Teacher colleagues.
3. Simply turning off your cell phone DOES NOT make you unavailable. The system will continue to call your cell number, instead of phoning other Occasional Teachers. You must modify your unavailability on the system in the following way:

- Call in before the call-out period. Enter your information and choose option 4 to review or modify a "do not call time". This can be set for up to 5 hours from the time you make this call.
- If you forget to change your unavailability prior to the beginning of the call-out and the system calls you, press 2 to set a temporary "do not call time". This can be set for up to 5 hours from the time you receive this call.

1. It is important that you have a schedule so SFE knows when to phone you. If you are unable to accept work for a period exceeding 3 consecutive weeks, please submit a complete Occasional Teaching Leave Form. If you know that you will not be available for daily work for a period less than 3 consecutive weeks, it is important that you adjust your SFE profile so you do not receive job offers.
2. Always ensure that your call back number is correct. Please do not phone in or use the web to search for jobs while the system is calling out.
3. SFE is in regular callout Monday to Friday daily from 6:00 a.m. to 10:00 a.m., Monday to Wednesday evenings from 6:00 p.m. to 10:00 p.m., Thursday evenings from 5:30 p.m. to 10:30 p.m., and Sunday evenings from 6:00 p.m. to 10:30 p.m.
4. Do not tie up the phone lines for long periods of time as this prevents school administrators and teachers calling in to report absences. As well, while you are tying up a phone line, you could miss an important job offer. These lines are monitored for abuse.
5. The best time to call the system is after 4:15 p.m. and before the evening call out, or any time after the evening call out and before the morning call out time. You may also call in after 12:00 noon to hear future jobs.
6. The best time to search for jobs on the web is after 12:00 noon, to see future jobs.
7. Use measured search parameters – i.e. search job by week at a time instead of a month.

8. Be very careful when you are reviewing your jobs. Follow the prompts carefully so that you do not cancel your job in error.
9. Always press option 9 when you are exiting the dispatch system, to ensure that you end the call.
10. You should review your future bookings regularly to confirm that pre-booked jobs are still in SFE.
11. Do not cancel jobs at last minute.
12. If you must cancel a job at short notice, be sure to advise the school by phone as soon as possible.

SFE Resources

Additional resources (e.g. Zone maps, etc.) can be found via the TDSB web by clicking on Employee Services/Smartfind Express/Teachers/Occasional Teachers.

http://tdsbweb.tdsb.on.ca/employee_services/smartfindexpress/teachers-occasional-teachers

SmartFindExpress SFE

System Phone Number 416-338-4500

Help Desk Phone Number **416-338-4747 (option 2)**

Write your Access ID here

Write your PIN here

e-Mail Address: Dispatchteaching@tdsb.on.ca

THE SYSTEM CALLS OCCASIONAL TEACHERS DURING THESE TIMES:

	Today's Jobs	Future Jobs
Monday to	Starts at 6:00 am	6:00 – 10:00 pm
Thursday	Starts at 6:00 am	5:30 – 10:30 pm
Saturday	None	None
Sunday	None	6:00 – 10:30 pm
Holidays	None	6:30 – 10:00 pm

REGISTRATION

Enter your **Access ID** followed by the star(*) key (you do not need to enter zeroes before your employee number)
Enter your **Access ID** again when it asks for your PIN followed by the star(*) key
Record your name followed by the star (*) key
Hear your callback #. Correct if necessary.
You will be asked to select a new PIN. Enter a PIN at least six(6) digits in length followed by the star (*) key.

TELEPHONE ACCESS INSTRUCTIONS

Enter your **Access ID** followed by the star(*) key
Enter your **PIN** followed by the star(*) key

THE SYSTEM CALLS

HEAR THE JOB OFFER

PRESS 1 to Hear the job offer
- **PRESS 2** to Set temporary Do Not Call
- **PRESS 9** to Exit and Hang-up

If you **pressed 1** to Hear the job offer
- **PRESS 1** to Hear the job description
- **PRESS 2** to Decline the job (without hearing the description)

If you **pressed 1** to Hear the job description
- **PRESS 1** to Accept this job
- **Record the Job Number. You are successfully assigned to the job.**
- **PRESS 2** to Repeat the job description
- **PRESS 3** to Decline the job
- **PRESS 9** to Exit and Hang-up

If you **pressed 2** to Set temporary Do Not Call, hear a time offered
- **PRESS 1** to Accept the time offered
- **PRESS2** to Enter an earlier time in HH:MM format.

PRESS 9 to Exit and Hang-up

HEAR THE CANCELLATION

Hear "This assignment has been cancelled" and the job information
PRESS1 to Repeat the job information
PRESS 9 to Exit and Hang-up

CALLING THE SYSTEM

MENU OPTIONS
1 - Review or Cancel Assignments
2 – Hear Available Jobs
3 - Change your Callback Number
4 - Review or Modify Temporary Do Not Call Time
5 - Review or Modify Unavailability Dates
6 - Review or Modify Daily Availability
7 - Change PIN or Re-record Name
9 - Exit and hang-up

1. REVIEW OR CANCEL ASSIGNMENTS

Hear assignments in chronological order
PRESS1 to Hear assigned job information again
PRESS2 to Cancel this assigned job
If you **pressed 2** to Cancel assignment
PRESS1 to Confirm cancellation
PRESS 8 to Hear another assigned job
PRESS 9 to Exit and hear next assignment

2. HEAR AVAILABLE JOBS

Hear assignment information
PRESS1 to Repeat assignment
PRESS2 to Accept assignment
If you **pressed 2** to Accept assignment, hear the job assignment
PRESS 1 to Repeat assignment
PRESS3 to Decline assignment
PRESS 8 to Hear next assignment
PRESS 9 to Exit to menu options

3. CHANGE YOUR CALLBACK NUMBER

Hear the Callback telephone number
PRESS1 to Modify callback telephone number
PRESS 9 to Exit to menu options (number will not be changed)
Enter new telephone number followed by the star (*) key. Hear the new telephone number.
PRESS 1 if Correct
PRESS 2 to Re-enter the number
PRESS 9 to Exit to menu options

4. REVIEW OR MODIFY TEMPORARY DO NOT CALL TIMES

Hear the temporary Do Not Call time
PRESS 1 to Enter time
PRESS 2 to Delete this time
PRESS 9 to Exit to menu options
If you pressed 1 to Enter a time, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
PRESS 9 to Exit to menu options

Review your SFE Jobs Daily

It is important to review assignments in SFE on a daily basis to make sure that they are the same as you understand them to be, and that you are hired and approved to work in the appropriate position with the Toronto District School Board for that assignment.
There have been several instances where Substitutes have either not accepted jobs and have reported to schools anyway without the SFE job number; or Substitutes have accepted jobs correctly and have not shown up. All of this can be avoided by checking your assignments in SFE daily and particularly before you leave home for an assignment.

Remember - if you do not have an SFE job number, which is your proof that you are assigned to that job then the system will show that you did not accept that assignment. Review your SFE profile based on your locations, qualifications and availability.

If you have any questions in regard to your SFE Profile, or Availability, please phone 416-338-4747 Option 2.

Review your Pay Statements

As an Occasional Teacher, it is your responsibility to regularly review your pay statements to ensure you are properly paid for the days you have worked.

If there are any discrepancies (i.e. Missing pay), please review your SFE calendar and connect with the location(s) where you worked. If you require support after you have followed

up with each location, please connect directly with your Occasional Teaching Contact.
Please note that your pay is processed 2 weeks in arrears. The pay schedule can be found on the Payroll Services site on the TDSBWeb (see page 3 for log on instructions).
Pay statements are posted on myINFO. Please see the next page for instructions on how to access your pay statements.

APPENDIX C

SmartFindExpress

Occasional Teacher Telephone Access
Quick Reference Card

TORONTO DISTRICT SCHOOL BOARD
Occasional Teacher Telephone Quick Reference Card

System Phone Number 416-338-4500
Help Desk Phone Number **416-338-4747 (option 2)**

Write your Access ID here _____
Write your PIN here _____

e-Mail Address: Dispatchteaching@tdsb.on.ca

THE SYSTEM CALLS OCCASIONAL TEACHERS DURING THESE TIMES:

	Today's Jobs	Future Jobs
Monday to Wednesday	Starts at 6:00 am	6:00- 10:00 pm
Thursday	Starts at 6:00 am	5:30-10:30 pm
Saturday	None	None
Sunday	None	6:00-10:30 pm
Holidays	None	6:30 - 10:00 pm

REGISTRATION

1. Enter your **Access ID** followed by the star(•) key (you do not need to e ter zeroes before your employee number)
2. Enter your **Access ID** again when it asks for your PIN followed by the star(•) key
3. Record your name followed by the star(*) key
4. Hear your callback#. Correct if necessary.
5. You will be asked to select a new PIN. Enter a PIN at least six(6) digits in length followed by the star{*) key.

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID** followed by the star(*) key
2. Enter your **PIN** followed by the star(*) key

THE SYSTEM CALLS

HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer
   PRESS 2 to Set temporary Do Not Call
   PRESS 9 to Exit and Hang-up
2. If you **pressed 1** to Hear the job offer

   PRESS 1 to Hear the job description
   PRESS 2 to Decline the job (without hearing the description)
3. If you **pressed 1** to Hear the job description
   PRESS 1 to Accept this job
   Record the Job Number, You are successfully assigned to the job.
   PRESS 2 to Repeat the job description
   PRESS 3 to Decline the job
   PRESS 9 to Exit and Hang-up
4. If you **pressed 2** to Set temporary Do Not Call, hear a time

1. **PRESS 9** to Exit and Hang-up

HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information
2. **PRESSI** to Repeat the job information

3. **PRESS 9** to Exit and Hang-up

CALLING THE SYSTEM

MENU OPTIONS
1- Review or Cancel Assignments

2 - Hear Available Jobs
3 - Change your Callback Number
4 - Review or Modify Temporary Do Not Call Time
S - Review or Modify Unavailability Dates
6 - Review or **Modify Daily Availability**
7 - Change PIN or Re-record Name
9 - Exit and hang-up

1. REVIEW OR CANCEL ASSIGNMENTS
Hear assignments in chronological order
PRESSI to Hear assigned job information again
PRESS2 to Cancel this assigned job
If you **pressed 2** to Cancel assignment
PRESS1 ta Confirm cancellation
PRESS 8 to Hear another assigned job
PRESS 9 to Exit and hear next assignment

2. HEAR AVAILABLE JOBS
Hear assignment information
PRESS! to Repeat assignment
PRESS2 to Accept assignment
If you **pressed 2** to Accept assignment, hear the job assignment
PRESS 1 to Repeat assignment
PRESS3 to Decline assignment
PRESS 8 to Hear next assignment
PRESS 9 to Exit to menu options

3. CHANGE YOUR CALLBACK NUMBER
1. Hear the Callback telephone number
   PRESSI to Modify callback telephone number
   PRESS 9 to Exit to menu options (number will not be changed)
2. Enter new telephone number followed by the star(•) key.

   Hear the new telephone number.
3. **PRESS 1** if Correct
4. **PRESS 2** to Re-enter the number
5. **PRESS 9** to Exit to menu options

offered
PRESS 1 to Accept the time offered
PRESS2 to Enter an earlier time in HH:MM format.

4. REVIEW OR MODIFY TEMPORARY DO NOT CALL TIMES

1. Hear the temporary Do Not Call time
   PRESS 1 to Enter time
   PRESS 2 to Delete this time
   PRESS 9 to Exit to menu options
2. If you pressed 1 to Enter a time, hear a time offered
   PRESS 1 to Accept the time offered
   PRESS 2 to Enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
   PRESS 9 to Exit to menu options

5, REVIEW OR MODIFY UNAVAILABILITY DATES

I, PRESS 1 to Review or delete unavailability perioci
PRESS2to Add a new unavailability period (ONLY future dates)
PRESS 9 to Exit to menu options

Z. If you pressed 1 to Review or delete, hear the unavailable period information
PRESS 1 to Delete this unavailability period
PRESS 8 to Hear the next unavailability period
PRESS 9 to Exit to menu options

3. If **you pressed 2** to Add dates
Enter Start Date: two digits for the month, two digits for the day, two digits for the year {MMDDYY)
Repeat procedure for End time.
Indicate unavailable all day?
PRESS 1 for Yes
PRESS 2 to Enter time {Enter Start Time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm. Repeat procedure for End time.

Receive calls for **future assignments during unavailable period?**
PRESS 1 to Receive calls for future jobs during this unavailability period.
PRESS 2 if you do not want to receive calls for future jobs during this unavailability period
PRESS 9 to Exit and review or modify unavailability dates {without saving unavailability period)

6. **REVIEW OR MODIFY DAILY AVAILABILITY**
PRESS 1 to Review or delete, hear a time period you are available to work.
PRESS 2 to Enter a new time period you are available to work
PRESS 3 to review or delete, hear a time period you should not be called
PRESS 4 to Enter a new time period you should not be called

If you **pressed 1** to Review or delete a time period you are available to work, or pressed 3 to review or delete a time period you should not be called, hear the day and time period in chronological order
PRESS 1 to Delete this time period
PRESS 8 to Hear the next time period

If you **pressed 2** to Enter a new time period you are available to work, or pressed 4 to a new time period you should not be called
Select the day of the week
PRESS 1 for Monday thru Friday
PRESS 2-8 to select a particular day of the week
PRESS 9 to Exit to review or modify daily availability (without saving changes\

NOTE:
If you need to enter daily availability or do not call times for specific times, please enter times through the web, as the phone system will not process your request.

7. **TO CHANGE PIN or RE-RECORD NAME**
PRESS 1 to Change your PIN
PRESS 2 to Change the recording of your name
PRESS 9 to Exit to menu options

NOTE:
If you need to enter daily availability for specific times, please enter times through the web, as the phone system will not process your request.

APPENDIX D

SmartFindExpress

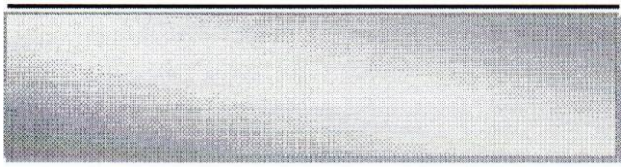
Occasional Teacher Web Browser Access
Quick Reference Card

TORONTO DISTRICT SCHOOL BOARD
Occasional Teacher Web Browser Quick Reference Card

System Phone Number 416-338-4500
Help Desk Phone Number 416-338-4747 (option 21

Write your Access ID here _____
Write your PIN here _____

e-Mail Address: Dispatchteaching@tdsb.on.ca



PROFILE
Information - Review profile status and address information.

Update Email - Enter or change email address
Change Password - Enter your current PIN followed by a **new PIN** twice and click Save

Web Browser URL _____

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN TO SMARTFINDEXPRESS (SFE)
From Home

1. Launch your internet browser (i.e. Microsoft Internet Explorer)
2. In the address field, enter www.tdsb.on.ca, select "Staff"
3. Click on SmartFindExpress Link *(Tip -save to your Favourites!)*
4. Enter User ID **(your employee# minus the leading zeros) e.g. - 33333**
5. Enter Password (same PIN as on phone system)
6. Click!!!!!!

From **TDSB Workstation**

2. Click II to open the TDSBweb
3. Click Teachers Link
4. Click on Quick Links and select SmartFindExpress
5. Enter User ID (**your employee# minus the leading zeros) e.g. 33333**
6. Enter Password (same PIN as on phone system)
7. Click!!!!!!

WEB BROWSER ACCESS INSTRUCTIONS

PIN REMINDER (Trouble Signing In)

The "Trouble Signing Link" supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's Access ID and the security code being displayed must be entered on this page. **Note:** *You must be registered with the system to use this option and have a valid email address in your profile to use this option.*

Callback Number-View/update callback number; specify a Do Not Call time.

SCHEDULE

General

Under this tab you can modify your schedule and availability

To Create/Modify your schedule

Best practice is to delete your current schedule by checking the days of the week boxes and click on DELETE button, then press NEW button. A new schedule will appear and you will be able to modify according to your availability.

To enter Do Not Call time: put the checkmark under all day, or select start and end time for specific do not call time.

Temporary Do Not Call

View/update callback number where you can be contacted by the system. Include the '1' (long distance indicator) and area code. Specify a temporary "Do Not Call Until" time if you do not want to be called by the system.

Classifications and Locations

Review classifications and locations you have chosen for assignments

Unavailable Dates Tab

- **Create Unavailability Schedule**
  - Select the *New* button
  - Enter Start and End Date Range (MM/DD/YYYY) or use the calendar
  - Select the *All Day* check box or enter the time range in HH:MM am or pm format
  - Select the *Ca// for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
  - Select *Save* button

AVAILABLE JOBS

Choose the *Available Jobs* link to view and accept assignments Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
  - Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. Please record this Job Number.
  - Select the *Decline Job* button.
  - Select the *Return to List button* to return to the job listing

REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment

Follow these steps:

Select format for Assignment display. List or Calendar view Select date range

Press the *Search* button to display the list of assigned jobs Choose the *Job Number* link to view job details

- Select the *Return to List* button to review other jobs assigned to you
- Select the *Cancel Assignment* button to cancel your assignment. Wait for the "Job was cancelled successfully" notification.

SIGN OUT AND WEB BROWSER INFORMATION

Important Note: Do NOT use the browser's BACK button to navigate to screens. Navigation buttons are on the bottom of SmartFindExpress screens, such as the Return to List and Continue buttons.

The best time to search for available jobs is before midnight or between 12:00 noon and 6:00 p.m.

When you are searching for jobs on the web and see **a** job with a message "in call out" mode -you are only able to view the job if the job is "in call out" mode. The message on the screen **will** say "This job is currently being offered to a substitute. You may retry later." You can accept or decline a job only when "details" is displayed on the screen.

You will only see jobs for which you have been specifically requested (after 12:00 noon each day), or if you are the next person in the queue, you will see jobs for which you are listed on priority lists/preferred lists and any other open jobs for which you are qualified in the schools or zones you have indicated. You will also see jobs outside your area of qualification only if the system has exhausted the search for qualified occasional teacher.

The web search is a good way to co-ordinate two half day jobs.

Notes

Don't forget to "bookmark" this site on your computer for easy access!

If the Calendar Icon does not work on your computer when you are selecting a date range, you need to enter the dates manually.

You will see available jobs on the browser or hear available jobs on the phone line after 12:00 noon even when you have blocked yourself and requested not to be called for future jobs during this period of unavailability. If you are not interested in the job, please decline.

To **review** past jobs put in your date range (jobs are only kept for one year from the current date). Scroll down and press next to see all your jobs.

Your unavailability dates are only maintained in SmartFindExpress for one school year.

At any time during the session, the Sign Out link can be selected to end the session and disconnect from *SmartFindExpress.*

To ensure security and privacy of information, use the Sign Out link to disconnect from *SmartFindExpress,* and close the web browser when you finish with your session.

Responsibilities of the Occasional Teacher

In your position as an Occasional Teacher, your appearance and demeanour should present a positive role model to students. You are responsible for the safety and education of the students in your care. Upon arrival to a school, it is important that you ask for and familiarize yourself with:

- School's Code of Conduct
- School's Emergency Procedures (fire drills, evacuation, lock down, emergency number)
- Safety Plans Procedures
- School Intercom System and/or Internal Phone System

You are to assume the duties of the teacher you are replacing. These include:

- Arriving at the school no later than the time specified on the job.
- Reporting to the main office upon arrival at the school.
- Accessing your classroom and supplies in a timely fashion.
- Checking in the main office for keys, lesson plans, attendance procedures, office referral forms, student safety plans, identified emergency procedure processes, lockdown procedures and student health issues. If these are not provided, ask the Administration in the Main Office.
- Providing appropriate work when no lesson plans have been left. Seek advice from the main office if you have questions or concerns.
- Maintaining the security of the classroom by locking unattended classrooms.
- Providing supervision for the students in your care at all times. DO NOT LEAVE STUDENTS UNATTENDED (e.g. in hallways, classrooms, etc.).
- Taking attendance of students in accordance with the school's established procedures.
- Following the lesson plans provided by the teacher. ● Reporting student behaviour issues or incidents of concern to the main office.
- Remaining in the school for the entire instructional day.
- Leaving a note for the regular classroom teacher that summarizes the work you were able to cover with students and reports any concerns with respect to student behaviour, etc.
- Before leaving school, return keys to the main office.
- Reporting student or staff accidents/injuries and/or violent incidents to the head office immediately and ensuring that any necessary reports are completed.
- For staff injuries refer to Appendix A. 31

PR 560

Dealing with Abuse and Neglect of Students

THE LEGAL DUTY TO REPORT

The law in Ontario requires that all individuals report abuse or neglect – witnessed, disclosed or suspected. This duty arises from Section 72 of the Child and Family Services Act.

EVERY person in Ontario, including a person who performs professional or official duties with respect to children must immediately report to a children`s aid society ("CAS") if they suspect that abuse or neglect has occurred or if a child is at risk of abuse or neglect.

3. A person who has formed a suspicion of abuse or neglect must report directly. The responsibility to report cannot be delegated to anyone else.

4. A person who has additional reasonable grounds to suspect abuse or neglect has an ongoing duty to report. As such, you must contact CAS again even if you have made previous reports with respect to the same child.

5. It is an offence under the Child and Family Services Act for a person who performs professional or official duties with respect to children such as a teacher, psychologist, social worker, child and youth worker who contravene or fail to meet their reporting obligations. The penalty, if convicted, is a fine of up to $1000.

6. The duty to report suspicions of abuse or neglect still applies even if the information is privileged or confidential. The only exception to this is solicitor client privilege.

7. All persons who suspect abuse or neglect and subsequently make a report in accordance with this section will be protected from legal action, unless the person acted maliciously or without reasonable grounds for the suspicion.

For the full PR 560 Document go to:

https://ppf.tdsb.on.ca/uploads/files/live/97/281.pdf

Ontario College of Teachers

Advisories on Social Media, Professional Boundaries and Duty to Report

www.https://oct.ca/resources/categories/professional-advisories

USE OF ELECTRONIC COMMUNICATION AND SOCIAL MEDIA -

This professional advisory is intended to help Ontario Certified Teachers (OCTs) understand their professional boundaries and responsibilities in the appropriate use of electronic communication and social media.

For the purposes of this advisory, electronic communication encompasses social media and other messaging forms that enable users to interact, create, share and communicate information online. For example, electronic communication includes, but is not limited to, messaging or video chat software, websites, apps, email, texting and blogging. It also includes social media networking platforms such as Facebook, Twitter and YouTube.

PROFESSIONAL VULNERABILITY

Ontario Certified Teachers can be vulnerable to unintended misuses of electronic communication and social media. Even the most innocent actions can be easily misconstrued or manipulated. The immediacy and simplicity of a text message, for example, may lead to longer, informal conversations that become personal. Social media encourages more casual dialogue. Rules may relax and informal salutations may replace time-respected forms of professional address.

Electronic messages are not anonymous. They can be tracked, misdirected, manipulated and live forever on the Internet. Social media sites create and archive copies of every piece of content posted, even when deleted from online profiles. Once information is digitized, the author relinquishes all control.

The use of the Internet and social media, despite best intentions, may cause OCTs to forget their professional responsibilities and the unique position of trust and authority given to them by society. The dynamic between a teacher and a student is forever changed when the two become "friends" in an online environment.

Ontario's certified teachers should never share information with students in any environment that they would not willingly and appropriately share in a school or school-related setting or in the community.

Inappropriate use of electronic communication and social media can also result in a member being criminally charged and convicted, or facing civil action.

Electronic communication and social media can be used as evidence in criminal and civil proceedings.

Inappropriate online, email and telephone conversations between teachers and others, including students, colleagues, parents, employers, family and friends, expose teachers to the possibility of disciplinary action. Cell phone use, for example, is one of the largest entry-level gateways to the distribution of child pornography. Even one-time errors in judgment involving the exchange of photos, videos, audio recordings or comments of an intimate or personal nature may lead to a complaint of professional misconduct.

Inappropriate emails, texts and other forms of electronic communication have been used as evidence in disciplinary cases and cited in findings of professional misconduct.

Examples of inappropriate electronic communication include:

- intimate or personal texting with students
- inviting students to meet privately or without a valid educational context
- sending personal email or social networking contact information to students to communicate for personal reasons
- using informal and unprofessional language with students, such as profanity
- criticizing students, parents or colleagues openly on Facebook
- posting or forwarding content, links or comments that might be considered offensive, discriminatory or inconsistent with professional or ethical standards.

MINIMIZING THE RISKS: ADVICE TO MEMBERS

- As a digital citizen, model the behaviour you expect to see online from your students.
- Teach students appropriate online behaviour and the proper use of comments and images.
- Maintain professional boundaries by communicating with students and others electronically at appropriate times of the day and through established education platforms (for example, an authorized school web page rather than a personal account).
- Maintain your professionalism by using a formal, courteous and professional tone in all communications with students and parents.
- Avoid exchanging private texts, phone numbers, personal email addresses, videos or photos of a personal nature with students.
- Do not issue, and decline, "friend" or "follow" requests from students. Consider the privacy implications of accepting these requests from parents.

ACT PROFESSIONALLY

- Operate in all circumstances online as a professional – as you would in the community.
- If you are using a web page or social media site professionally with students, treat the space like a classroom. Apply the same rigorous professional standards.
- Consider whether any content may reflect poorly on you, your school or the teaching profession before you post it.
- Be transparent and authentic. Use your true, professional identity at all times. Even if you create a false identity, courts can compel disclosure of your true identity.
- Avoid online criticism about students, colleagues, your employer or others within the school community.
- Avoid impulsive, inappropriate or heated comments.
- Ensure that your comments do not incite others to make discriminatory or other professionally unacceptable comments.

Go to the OCT website to access the full Advisory. This is a severely abridged version.

https://oct.ca/resources/categories/professional-advisories

PROFESSIONAL BOUNDARIES

EXAMPLES OF BOUNDARY VIOLATIONS *INCLUDING BUT NOT LIMITED TO:*

COMMUNICATION

- using an unprofessional tone; too casual; using language inappropriate to the age group
- suggestive remarks; obscene language; inappropriate verbal compliments; comments that are racist, homophobic, sexist or related to ableism; using hurtful, humiliating words; berating students
- sharing jokes of a sexual or racial/cultural nature
- talking about sexually inappropriate matters
- refusing to stop discussing intimate/sexual matters when a student asks
- using social media to connect with students about intimate or sexual matters
- withholding information about academic performance to manipulate time alone with the student
- asking sexual or intimate questions of students

sending messages that are overly familiar, inappropriate, or invasive of the student‘s privacy

PHYSICAL

- inappropriate eye contact and interpersonal distance such as staring at a student’s body
- physical contact such as touching, hugging, tickling, massaging
- unwarranted, unwanted or inappropriate touching of a student with an object such as a pencil or ruler
- pushing, shoving or hitting a student

unwarranted presence when a student is dressing or undressing

EMOTIONAL

- treating students preferentially
- encouraging students to develop emotional dependencies that the educator can use to develop an inappropriate romantic or sexual relationship

- promoting the idea of educator as friend or confidante

intentionally choosing not to intervene when a student is in imminent distress

RELATIONSHIP

- flirting or expressing romantic feelings towards students in any form
- engaging in a romantic and/or sexual relationship with a student
- meeting a student or students alone, outside of school, without an educational context and/or the knowledge/approval of a supervisor and/or parents/guardians such as going for coffee to a social event or inviting them to a party

using technology to start or perpetuate a relationship outside of the appropriate role, time, and place gov- erning educator-student interactions

TECHNOLOGY

- using social media to communicate inappropriately with students at any time

using personal email, websites or social media or technology not authorized by the employer to communi- cate inappropriately with students

FINANCIAL

- singling out students by giving them money or gifts in a preferential manner.

Duty to Report

Each of us has a responsibility to protect children and youth from harm. As a professional educator working directly with students and supporting others who are, you have a legal and ethical duty to report to a children's aid society when you have reasonable grounds to suspect that a child is or may be in need of protection.

Ontario's *Child, Youth and Family Services Act, 2017* (CYFSA) requires those who perform professional or official duties with respect to children to report suspected child abuse where there are reasonable grounds. This requirement applies with respect to children who are under 16 . However, if you have reasonable grounds to suspect that a child who is 16 or 17 is in need of protection, a report may be made even though it is not required.

You don't have to be certain that a child may need protection. Suspicion on reasonable grounds – information that an average person, using normal and honest judgment would need to decide – is reason enough to report. You have to report to a children's aid society so that they can assess and determine what the child needs.

What are the risks of communicating with students on social media?

Members put themselves at greater risk when they engage in any communication with students that could be interpreted as inappropriate and unprofessional. That applies especially to the use of social media. In some cases, it has lead to employment termination.

Teachers are held to a higher standard of behavior than other professionals and are at greater risk of allegations of inappropriate conduct with students. They are also under greater scrutiny with respect to their public behavior, and in the world of electronic communication, in many ways, all behavior is public behavior.

Attached, please find the Professional Advisory on the use of Electronic Communication and Social Media published by the OCT. It provide excellent advice on how a teacher must conduct himself or herself with respect to the use of electronic communication and social media.

Go to the OCT website to access the full Advisories. These are severely abridged versions.

https://oct.ca/resources/categories/professional-advisories

Boundaries

From OSSTF District 6B:

Boundaries must exist in any professional relationship. Because teachers are deemed to be in positions of power and influence over students, and care about meeting the needs of those students, individuals may be at risk of getting into trouble over boundary violations. This resource points out the vulnerability of OSSTF members with respect to boundary violations as they perform the duties of their positions.

We must support students in a caring, respectful, yet appropriately professional manner. Dependency of the student is to be expected and never exploited. However, in certain cases the boundaries can become blurred or ambiguous to members.

The spectrum of violations can be regarded as a "slippery slope". Common cases include:

- increasing duration of appointment times
- a personal relationship that the educator would hesitate to fully admit to with his/her own family or friends
- moving from meeting in a school classroom to meeting at off-school locations
- excessive self-disclosure about the educator's personal life
- personal comments about a student's dress or appearance that may lead to sexual overtones or even to "grooming" a student for future sexual behaviour

Consequences to a member who is accused may include one or more of the following:

- suspension with or without pay while the matter is being investigated
- great damage to the member's own marriage, family and reputation
- reporting to and subsequent investigation and/or action by outside agencies such as Children's Aid, the College of Teachers or another professional college
- discipline from the employer, ranging from a letter of reprimand to dismissal
- for serious cases, police charges

Members should avoid:

- making comments to students of a personal nature
- making comments to students of an inappropriate nature
- sending emails to students
- giving students gifts
- sending emails, letters or notes or making telephone calls of a personal nature to students
- seeing students in private or isolated situations (meet in a classroom with the door open) physical contact that may be misconstrued to be of a sexual nature (e.g. patting, hugging)
- inviting students to their homes

If you are accused, say nothing and call the OTBU D12.

Intention:

Your intention doesn't matter.

It is -

Reception

How were your comments or actions received.

And-

Perception

How were your comments or actions perceived by others.

From District 6b

The Courts and the education system is inclined to believe the student. Their primary job is to protect the student, you are assumed to be guilty from the start. The result is that an innocent remark intended to be friendly if taken the wrong way could result in a partial or full suspension of work until resolved,
and if deemed sufficiently serious result in dismissal. Teachers have been dismissed from the Board be cause they asked to be a "Facebook" friend with a student. That might be seen as 'grooming'. If the situation is related to 'equity the consequences can be just as serious.

Making the transition from being a student to the professional teaching role is sometimes difficult. As students, you spent long periods of time in schools, and so it is tempting to think that you know the norms of behaviour that are appropriate. However, the standards of behaviour for teachers are quite different from those demanded of students, and in fact are higher than the standards of behaviour for the general adult public because teachers hold a position of public trust.
The Ontario College of Teachers also expects teachers to behave professionally and to respect professional boundaries. Complaints made against teachers for professional misconduct are taken seriously and could result in an investigation and possibly a discipline hearing. Penalties could be anything from a caution to a suspension or even revocation of one's teaching license.

In other words, treat all of your educational co-workers with courtesy and respect, as you wish to be

treated in return. Gossiping about other staff members and about students must always be avoided.
If you have a profile on a social networking site such as Facebook, Instagram, or Pinterest to name just a few, never invite students to be your "friend" nor accept students as "friends". It would also be a very good idea to go over your profile and ensure that your privacy controls are limited and that you remove any content or photographs which you would not want your colleagues, students, their parents, or prospective employers to see.

There have been cases in Ontario school boards where teachers have been reprimanded or disciplined for comments or photographs that they (or their friends) have posted on such sites. In other cases, people looking for jobs have been passed over because employers have found questionable content on job applicants' profiles. Better safe than sorry!

https://www.oct.ca/resources/advisories/use-of-electronic-communication-and-social-media

Health and Safety

On the TDSB Homepage is a link: "Occupational Health & Safety Reporting Forms

https://tdsbweb.tdsb.on.ca/

It is Safe to Report Unsafe Work

Reprisals

The TDSB cannot impose any penalty upon you for reporting Health and Safety issues in your workplace. · Health and Safety forms can be found at www.tdsb.on.ca.

· You must be logged on to the TDSBWeb using your staff credentials to complete forms online.

We share responsibility for maintaining a safe and healthy workplace.

Below you will find fulsome explanations of when to use each of the different types of reporting forms available for bringing your health and safety incidents and concerns to your employer.

When you complete and submit a report using any of these forms, we ask that you ALSO notify your OTBU Health and Safety Officer, Todd Prescott, by email at todd.prescott@d12.osstf.on.ca

Acronyms used in this document

ERWVI = Employee's Report of a Workplace Violent Incident

ERAI = Employee's Report of Accident/Injury

HSC/NMIF = Health & Safety Concern/Near Miss Incident Form

CSSIR = Caring and Safe Schools Incident Report

SWVIIR = Supervisor's Workplace Violent Incident Investigation Report

WSIB = Workplace Safety and Insurance Board

Violent Incidents

An act of violence is "the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker."

Report any/all acts of violence as soon as possible to the principal (or VP) and then by completing and submitting the Employee's Report of a Workplace Violent Incident (ERWVI).

For incidents where you did not lose work as a result of a violent incident, the Principal/Supervisor shall acknowledge and review the incident with the worker within 5 business days. If the Principal/Supervisor does not review the incident with you within 5 business days after submitting your report, please promptly contact your OTBU Health and Safety Officer.

For incidents that do result in lost time, the worker shall receive a Supervisor's Workplace Violent Incident Investigation Report (SWVIIR) within 5 business days, unless there are extenuating circumstances. If you do not receive your Principal/Supervisor formal investigation (SWVIIR) within 5 business days after submitting your report, please promptly contact your OTBU Health and Safety Officer.

If a Workplace Violent Incident causes injury which leads to lost time, the employee is required to complete BOTH Employee's Report of a Workplace Violent Incident (ERWVI), AND Employee's Report of Accident/Injury (ERAI). If circumstances warrant it, you might also want to complete a HSC/NMIF and/or a CSSIR.

Questions regarding this form should be directed to TDSB's Occupational Health & Safety at 416-397-3210.

Accidents/Injuries

The Employee's Report of Accident/Injury (ERAI) is to be completed by a worker who suffers an injury while at a worksite. Note that while on a school-sanctioned field trip, you are deemed to be at your worksite. If the

worker is unable to complete the form, the Principal/Supervisor may do so on their behalf.

Immediately following any accident or injury at work, you have the right to ask for time to collect yourself and get immediate first aid as required. You are also able to request time to complete the appropriate forms and time to seek medical care. You will be paid for the work you were booked to do that day but could not complete due to the injury. If able to, immediately inform the principal (or VP) of the accident/injury.

It is very important for the Employee's Report of Accident/Injury (ERAI) to be completed in a timely manner for any accident or injury—however minor. Failure to do so may impact WSIB coverage for any lost work time that occurs post-injury (whether a mental or physical injury), immediately or years after the incident. This form can also be used to make a record of a possible or potential exposure to a hazardous substance.

The Principal/Supervisor must complete an investigation within 4 days from the date the employer (the TDSB) was made aware of the workplace accident/injury incident.

Workplace Safety and Insurance Board (WSIB)

If you have lost time at work, or will lose time, you will need to promptly complete and submit a WSIB Form 6 found on the WSIB website. If you have to visit a doctor concerning your accident/injury, you should ask the doctor to complete a WSIB Form 8. Your Principal/Supervisor will complete a WSIB Form 7.

If the injury leads to inability to work AND was caused by a violent incident, the employee is required to complete BOTH Employee's Report of Accident/Injury (ERAI) AND Employee's Report of a Workplace Violent Incident (ERWVI). Any questions regarding the ERAI report should be directed to the TDSB's Disability Claims Administration at 416-397-3325.

Concern/Near Miss

A Concern is defined as a potential or existing hazard which presents risk to the Health or Safety of individuals in the workplace.

A Near Miss incident is defined as an event or condition, which, under slightly different circumstances could have resulted in harm to people.

The Health and Safety Concern/Near Miss Incident Form (HSC/NMIF) should be completed if you have an unresolved Health and Safety Concern or if a Near Miss incident has occurred. This form is used should health and safety matters go unaddressed, unresolved, or if employees are more comfortable utilizing a form to make their concerns known through the established process.

If possible, workers are encouraged to use the Internal Responsibility System (IRS) to resolve all health and safety related matters at the school/site level. This can be achieved by Principals/Supervisors and employees working together to discuss and resolve health and safety concerns. All concerns and/or near misses should be brought to the attention of the principal (or VP) to ensure that the IRS is being followed.

Following the submission of a Health and Safety Concern/Near Miss Incident Form (HSC/NMIF) the Principal/Supervisor must respond in writing within 5 business days.

If the circumstances warrant it, you may also want to complete an ERAI, an ERWVI, and/or a CSSIR.

Caring and Safe Schools Incident Report (CSSIR)

The Caring and Safe Schools Incident Report (CSSIR), should be completed if staff have become aware of an act of student-on-student violence or activities that have a negative impact on school climate. You will need the name(s) of the student(s) involved in order to complete this form. This form comes with mandatory suspension or possible expulsion procedures that are established by the Ministry of Education. Once submitted, your Principal/Vice-Principal is prompted to complete the Caring and Safe Schools Incident Reporting Form (Part II) as part of the "report back" process.

Any questions regarding this form should be directed to the Caring & Safe Schools-Centrally Assigned Principal assigned to your Learning Centre. Data from these forms is collected by TDSB's Caring & Safe Schools and reported to the Ministry of Education.

If the circumstances warrant it, you may also want to complete an ERAI, an ERWVI, and/or a HSC/NMF.

Resources and Contact Information

<u>YouTube Channel</u>

See OTBU Health and Safety on YouTube for further information regarding Health and Safety. New content is added as updates are required. https://www.youtube.com/@OTBUHandS

If you require any further information or help with anything health and safety related, please do not hesitate to reach out to your OTBU Health and Safety Officer, Todd Prescott. Your union executives can be reached for support through the OTBU Office contact information.

OTBU Health and Safety Officer

Todd Prescott

(289) 221-1765 (call or text) ` todd.prescott@d12.osstf.ca

OTBU Office

(416) 423-3600 otbu.office@d12.osstf.ca https://www.otbud12.ca

Full List of OSSTF resources to combat violence in the workplace.

https://www.osstf.on.ca/services/violence-in-the-workplace-resources.aspx

The Three R's of Workplace Violence

http://www.otbud12.com/media/3-rs-of-workplace-violence.pdf

Protocol after Assault in the Workplace

http://www.otbud12.com/media/protocolafterassaultintheworkplace-eng-fr-1.pdf

Report Workplace Violence

http://www.otbud12.com/media/report-workplace-violence-jan-2018-poster.pdf

Workplace violence and Harassment in Schools

http://www.otbud12.com/media/report-workplace-violence-jan-2018-poster.pdf

What to do when assaulted?

Assault is an act of verbal aggression, or an act or threat of physical aggression, which produces damaging or hurtful results.

1. Immediately report the incident to school administration and the police.
2. Immediately seek medical attention, if necessary. Only medical attention from a doctor who fills out a "Form 8" is recognized for WSIB purposes.
3. Notify the OTBU office via telephone (416-423-3600) or e-mail otbu.office@d12.osstf.ca
4. Document what took place before, during, and after the assault and include names of witnesses.
5. Fill out the following forms: The **OTBU Handbook** found on **the Home Page in the Documents &Forms Box** has information of what to do if you are assaulted.\

This Health & Safety Reporting Guide will help you determine what forms need to be filled out in any given situation.

http://www.otbud12.com/media/1-2016-08---Administrators-Guide-to-H&S-Reporting.pdf

Who investigates?

- Your OSSTF OTBU Health & Safety Representatives.
- Joint Health & Safety Committee,
- Employer.

Police, and Ministry of Labour, if required.

What legal procedures can be followed?

- If the police have not been notified, the assaulted Member should do so in a timely fashion.

The Workplace Safety & Insurance Board **(WSIB)** will take action against assailants. The injured worker must sign a document giving the WSIB the right to seek restitution for payments made to victims of workplace violence.

When can you refuse unsafe work?

- ***The Right to Refuse Unsafe Work***

The Occupational Health and Safety Act allows workers to legally refuse unsafe work. For Teachers, the process for the exercise of that right is unique, as described below, and is available for printing in original on the Provincial OSSTF website at Right to Refuse Work – For Teacher Members Only. For OTBU members, the Right to Refuse Unsafe Work would involve the OTBU Health and Safety Officer, or a designated Executive member who is a certified representative(s). The Ministry of Labour will investigate refusals with reference to individual worksites or work stations.

- the right to refuse work due to violence (Bill 168) and if the physical condition of the workplace is likely to endanger them. [Section 43(3)(b)]
- This Act also requires all workers to work in a safe manner that will not create a condition endangering themselves or other workers. [Section 28(2)(b)]

Refer to Provincial OSSTF's Health and Safety Information Bulletin at www.osstf.on.ca "Right to Refuse Work" for correct procedure and programme exceptions.

What prevention measures can be taken?

- All workers have a right to a safe and healthy workplace. The responsibility for providing and maintaining this safe workplace belongs to the employer.
- All workers have the Right to Know about hazards in their workplace and safe procedures. The employer must provide training programs to all workers to enable them to identify any hazard in their workplace and to perform their work in a safe manner. This should include potentially violent situations and the necessary prevention techniques. Training programs must be developed and implemented in consultation with the Joint Health & Safety Committee.
- Where a potentially violent situation has been identified and cannot be eliminated, specific protective measures should be developed. This usually involves modifying existing practices or written procedures to conform with the board's Violence-Free Policy (required by the Ministry of Education) in consultation with the Joint Health and Safety Committee.

Call the OTBU D12 (416) 423 - 3600 to contact the OTBU D12 H&S representative Todd Prescott .

Todd Prescott (he/him)
OTBU D12 Health and Safety Officer
todd.prescott@d12.osstf.ca

Cell– 289-221-1765

NEW Health and Safety Concern/Near Miss Incident Form (ONLINE)

Employees can click this link Health and Safety Concern/Near Miss Incident Form to submit a Health and Safety Concern Form. All fields must be completed. ES Health & Safety > Forms and Documents > Forms

- Employees will receive an email confirmation of receipt and a second email with their submission for their records.
- An employee's immediate principal/supervisor will receive an email notification that a health and safety concern/near miss incident has been submitted and requires a response within 5 business days
- The principal/supervisor's response once submitted, will be emailed automatically back to the Employee, Regional Officer, Occupational Health and Safety, and JHSC Worker Member
- Notification reminders will be automatically generated to remind principals/supervisors if the 5 business days have lapsed with no response to the employee's submission.
- Any questions regarding this form should be directed to Occupational Health & Safety at 416-397 -3210.

Instructions on how to complete a Health and Safety Concern/Near Miss Incident using an electronic PDF:

- The worker must fill out the first section of the form including name, work site, union affiliation, supervisor's name, date, and details of the worker's concern. If any information populates incor- rectly, the worker can override it and enter in the correct information.
- The worker may add additional files/pages by clicking the "Attach Files" button
- The worker must also provide their suggested resolution to the concern in the applicable field.
- Once the first section is completed, the worker must click on the "WORKER: submit form to supervisor" button. This will make the worker's section of the form "read only" and protects the docu- ment from being edited by others. If this button is not clicked, the workers section will not be se- cure.
- A separate window will then open with the health and safety concern/near miss incident form at- tached to an email. The worker must enter the supervisor's email address and send the form direct- ly to their principal/supervisor for a response.
- Within 5 working days, the principal/supervisor will then fill in the second section of the form with their response to the concern.
- The supervisor may add additional files/pages by clicking the "Attach Files" button

Continued…

NEW Health and Safety Concern/Near Miss Incident Form (ONLINE)

- Once the second section is completed, the supervisor must click on the "SUPERVISOR: submit form to OH&S" button. This will protect the supervisor's section of the form from being edited by others. If this button is not clicked, the supervisor's section will not become read only.
- A separate window will then open up with the health and safety concern/near miss incident form attached to an email. The OH&S mailbox will already be pre-populated in the addressee line. The supervisor can also add the worker's email in the address line so that they receive a completed copy of the form. principals/supervisors are encouraged to follow up with the worker to review the response.

Paper Copies can be submitted by printing a copy of the form, completing it and then providing it to your Principal/Supervisor.

Guide to Occupational Health and Safety Reporting Forms

1. * If a Workplace Violent Incident causes injury; the employee is required to complete BOTH Employee's Report of Accident/Injury (ERAI) AND Employee's Report of Workplace Violent Incident (ERWVI).

2. Please contact your Occupational Health & Safety Regional/Assistant Officers or the Occupational Health and Safety Office at 416 397 3210.

3. All online forms and instructions are available on the Health & Safety website (under Quick Links).

Health and Safety ..continued

ES Health & Safety > Forms and Documents > Forms

Employee's Report of Accident/Injury (ERAI)

- This form is completed by a worker who suffers an injury. If the worker is unable to complete the form, the Supervisor may do so on their behalf.
- Any questions regarding this form should be directed to the Disability Claims Administration at 416-397-3325.

Employee's Report of a Workplace Violent Incident (ERWVI) Online Only

This document is completed by a worker if an act of violence has occurred against the worker. This form should not be used to describe student on student violence. An act of violence under the Occupational Health and Safety Act is defined as: "the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker". Instructions

- Any questions regarding this form should be directed to Occupational Health & Safety at 416-397-3210.
-

Health and Safety Concern/Near Miss Incident Form Available Online

A Concern is defined as a potential or existing hazard which presents risk to the Health or Safety of individuals in the workplace.

A Near Miss Incident is defined as an event or condition, which, under slightly different circumstances could have resulted in harm to people.

All workers shall bring to the attention of their immediate supervisor, any Occupational Health and Safety (OH&S) Concerns/Near Miss Incidents as per the Occupational Health and Safety Act section 28 (1) (c) and (d). In addition, workers may inform their Joint Health and Safety Committee Worker Representative and/or Occupational Health and Safety. The worker will complete the form, describing the concern/near miss incident, its background, and suggestions for resolution.

Any questions regarding this form should be directed to Occupational Health & Safety at 416-397-3210

ES Health & Safety > Forms and Documents > Forms

Right to Refuse Work

1. Workers have the right to refuse work they believe is dangerous to their own health and safety, or that of others.
2. THE SAFETY OF YOUR STUDENTS and your responsibilities under the Education Act come first.
3. Call OTBU (416) 423 - 3600 and you'll be put in touch with the H&S Officer, Todd Prescott. Todd can be reached at 289-221-1765
4. Remember: a worker rep MUST be present when the employer is investigating the situation.

Background
The *Occupational Health and Safety Act, 1990* affirmed three important rights for workers:

1. The right to **know** about all hazards in the workplace;
2. The right to **participate** in training and consideration of issues; and
3. The right to **refuse unsafe work**.

How serious is this issue?
Section 43 of the Act provides that:
*You may refuse to work where you have "**reason to believe**" that any equipment, machine, device, thing, or physical condition of the workplace is likely to endanger yourself or another worker.*
You do not have to prove it is unsafe – only have "reason to believe".

However, if you are a teacher, Regulation 857 requires that you **must** ensure the safety of students in your care **first**.
Any unsafe conditions of work should be corrected immediately.
No work should endanger anyone's health or safety.
If your concern cannot be corrected immediately using existing resources, you should exercise your legal right to refuse unsafe work.
Often threatening to refuse unsafe work is sufficient to get the problem corrected.

Steps to follow in a work refusal situation
First Stage

1. **Ensure** the safety of your student's first.
2. **Report** the circumstances to your "supervisor" (Principal, not a Department Head) and state the following:
"I have already ensured the safety of my students. I have reason to believe that by performing the work which I am required to do, I am likely to endanger a fellow worker or myself. Therefore, I am refusing to do the particular work in question, as permitted by the Occupational Health and Safety Act, for the following reasons …Please investigate my concerns in the presence of my OSSTF/FEESO member on the Joint Health and Safety Committee".
3. **Remain** in a safe place. The supervisor (Principal), in the presence of your OSSTF/FEESO Health and Safety Officer, will investigate "forthwith" (i.e. without delay).
4. **Return** to work, upon completion of the investigation, if you agree that it is now safe.

Second Stage

After following the steps in the First Stage, if you do **not** agree that is it safe to resume work, proceed with the following steps:

At this stage, you must have **reasonable grounds** to believe the work is **dangerous**. (Reasonable grounds means that you have some objective information that causes you to believe the work is still unsafe).

1. **Remain** in a safe place or accept reasonable alternative work.

2. **Telephone** the Inspector from the local Ministry of Labour office. (Either you, the Principal or your OSSTF/FEESO Health and Safety Officer can do this). Any other worker must be informed of your work refusal, and the reasons for it, in the presence of your OSSTF/FEESO Health and Safety Officer (or their worker representative on the Joint Health and Safety Committee) before they can be given and accept the work under dispute. The Ministry of Labour Inspector will inspect the situation in the presence of your OSSTF/FEESO Health and Safety officer and your presence, if you wish. The Inspector will make a report in writing.

3. You must **return** to work, if the Inspector deems it safe.

4. **Appeal** of the Inspector's decision can be made by any of the parties involved.

Health and Safety in the time of COVID

1. Use Board-provided PPE (you can use your own mask, but use the one the Board provides first)
2. Ensure you do the Health Self-Assessment before you enter the building
3. Enter and exit the building ONLY through designated spots
4. Clean your hands often
5. Maintain social distancing
6. Follow the designated stairs for ascending and descending
7. Try to restrict yourself to ONE school, or try to restrict yourself to only a few schools

Workplace Violence

APPENDIX B

WORKPLACE VIOLENCE REPORTING INFORMATION FOR OCCASIONAL TEACHERS:

EMPLOYEE'S REPORT OF A WORKPLACE VIOLENCE INCIDENT

As of June 15, 2010 the Occupational Health & Safety Act was amended with respect to violence and harassment in the workplace, by Bill 168. These amendments now require all workplace violence or threats of workplace violence be reported to your Principal/Supervisor for investigation.

Employee's Responsibility

If you have experienced workplace violence as defined below, then you are required to complete the form which can be found at:TDSB Homepage>Quick Links>Health and Safety>Forms (click on Read More)>Employee's Report of a Workplace Violent Incident (ERWVI)

The form can be found on the TDSBweb by clicking on Employee Services > Health and Safety > H&S Reporting/ Forms > *Employee's Report of a Workplace Violent Incident (ERQVI).*

DEFINITIONS

Workplace Violence:

the exercise of physical force by a person against a worker, in the workplace, that causes or could cause physical injury to the worker;

an attempt to exercise physical force against a worker, in the workplace, that could cause physical injury to the worker; and

a statement or behaviour that is reasonable for the worker to interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury to the worker.

Assailant:

An individual who has threatened, attempted or has exercised physical force that has caused or could have caused physical injury. This includes: students; co-workers; parents; guardians; or visitors.

COMPLETED FORMS must be forwarded as follows:

All incidents of workplace violence must be reported. An Employee's Report of Workplace Violent Incident can be completed online by accessing the following link http://tdsb.visdatec.com/?iLink=1.

The Principal or Site Supervisor where the incident occurred MUST be notified as soon as possible so that an investigation can be conducted and action be taken

Workplace Accident

https://tdsbweb.tdsb.on.ca/es_health_safety/OH-S-Reporting-Forms

APPENDIX A

WSIB ACCIDENT REPORTING INFORMATION FOR OCCASIONAL TEACHERS

HOW TO CONTACT THE DISABILITY ADMINISTRATION OFFICE

Ensure to keep copies of all documents submitted to the Disability Administration Office.

The Disability Claim Administration Office is responsible for managing **all** WSIB (Workplace Safety and Insurance Board) claims for the TDSB. All claims must be processed through this office. You must report any workplace accident to your employer immediately. **Your employer (the Disability Claim Administration Office) must report the accident to the WSIB within 3 days of receiving notification of the injury.**

Contact List

Disability Claim Administration Office Phone Number: (416) 397-3325

Disability Claim Administration Office Fax Number: (416) 393-8533

TDSB INTRANET SITE

(For Employee's Report of Accident)

http://tdsbweb/

select "Employee Services"

select "Health and Safety"

select "Health and Safety Reporting/Forms"

select "Employee's Report of Accident/Injury (ERA) / other forms related to Health and Safety

Print

Workplace Safety & Insurance Board
General Number: (416) 344-1000

Returning to Work

Note: If you are a member of a Federation/Union, you are entitled to have a Federation/Union Representative accompany you to any meetings that may be held to discuss your return to work or modified duties.

OSSTF – Occasional Teachers Bargaining Unit: (416) 423-3600
ETFO – Toronto Occasional Teachers Local: (416) 227-1866

The Principal or Site Supervisor where the incident occurred MUST be notified as soon as possible so that an investigation can be conducted and action be taken

THE DAY OF INJURY:

ALL WORKPLACE INJURIES MUST BE

REPORTED TO THE DISABILITY ADMINISTRATION OFFICE

1. **Immediately** advise your Principal/Supervisor of your injury, they are responsible for re- cording your attendance. S/he will need to investigate the cause of the accident and in some cases, arrange for staffing.

2. **Immediately** complete an Employee's Report of Accident/Injury Form and fax/e-mail it to the Disability Claim Administration Office. Be sure to indicate on the form if you will be seeking medical attention or will be off work the day following the accident. Provide a copy of your injury report to your Supervisor.

3. The Injury Report is located: TDSB Homepage > Quick Links > Health & Safety > Forms (click on Read More) > Employee's Report of Accident/Injury (ERAI).

4. The Disability Claim Administration Office will submit a Form 7 to the Workplace Safety & Insurance Board (WSIB), if required, based on the information in your Accident/Injury Form.

5. **Obtain medical treatment** (if required) and contact the Disability Claim Administration Office with the details. Be sure to advise your healthcare practitioner that you will be filing a WSIB claim. En- sure your Supervisor is provided with medical documentation in support of your absence. This is required for ANY absences relating to a workplace injury, even for 1 day. **Note: Your claim may be delayed or denied by the WSIB if the application or medical documentation is not provided in a timely manner.**

THE DAY AFTER YOUR INJURY:

6. If you are going to be off work due to your injury, call your Principal/Supervisor and advise him/her of your ab sence.

7. Call the Disability Claim Administration Office and advise us if you are off work. You can also give an update on your condition at this time.

8. If you have medical clearance to return to work within a few days of your injury, see steps 14 to 20.

FOLLOWING YOUR INJURY:

- The Disability Claim Administration Office will send to your home:

  a copy of the Form 7 sent to the WSIB regarding your injury, and
- a blank Functional Abilities form (FAF).

9) Keep the Form for your records.

10) Call the Disability Claim Administration Office if you have not received a FAF. Take the blank FAF to your medical practitioner to complete. Return the FAF as soon as possible by fax/email to the Disability Administration Claim Office and your Supervisor. This form will indicate when/if you are able to return to work and will list your medical restrictions, if any.

12. You will also receive a Worker's Report of Injury/Disease (Form 6) from the WSIB. Complete this and return to the WSIB. A copy of the Form 6 should also be sent to the Disability Claim Administration Office.

13. WSIB policy requires you to remain in contact with your employer (i.e. the Disability Claim Administration Office and your Supervisor) and your WSIB Case Manager during your absence and recovery.

WHEN YOU ARE READY TO RETURN:

14, If you have been off work at all due to your injury, you **MUST** have detailed medical clearance to return – even if you are returning to your regular duties and hours. This clearance must be provided to your Supervisor and Disability Claim Administration Office prior to your return to work.

15.a IF YOU HAVE RESTRICTIONS; YOU CANNOT RETURN UNTIL A DETAILED MEDICAL NOTE (i.e. FAF) HAS BEEN RECEIVED BY THE DISABILITY CLAIM ADMINISTRATION OFFICE. Call the Disability Claim Administration Office for additional blank forms.

15.b Fax/email your FAF or detailed medical note to the Disability Claim Administration Office and your Supervisor. The Disability Claim Administration Office will assess the information and determine if your restrictions can be accommodated. The Disability Claim Administration Office will also provide a copy of the FAF or medical note to the WSIB.

DO NOT return to work until step 15b has occurred.

16. If accommodation is possible, your Supervisor and/or the Disability Claim Administration Office will contact you regarding your accommodation and return to work date. A return-to-work meeting may be coordinated to prepare/review the accommodation plan. If you are a member of a Federation/Union, you are entitled to have a Federation/Union Representative accompany you to any meetings that may be held to discuss your return to work or modified duties. The Disability Claim Administration Office will update the WSIB on the return to work status.

17. IMMEDIATELY contact the Disability Claim Administration Office if you do not return to work on the date discussed with your Supervisor. The Disability Claim Administration Office will notify the WSIB. .

18. Keep a copy of your FAF with you at all times to avoid any confusion regarding your modified duties.

19. If you are on modified duties, be aware of your reassessment date and ensure updates are completed as required or requested and sent to the Disability Claim Administration Office and your Supervisor.

20. Ensure that the Disability Claim Administration Office is immediately advised if you have any further absences as a result of your work-related injury.

ADDITIONAL NOTES

- If you are injured you must also complete the Employee's Report of Accident/Injury and forward it to the Disability Administration Office.
- Do not include the names of students in the details of incident.
- Personal contact information is NOT required. This information is optional.
- One form should be completed, per incident, per complainant.
- For any other health & safety concern that is not a violent incident as defined above, the Health and Safety Concern/Near Miss Incident Form should be used *(see Appendix J)*.
- The Principal/Site Supervisor must investigate the incident.

Forms

Forms and Information - *Occasional Teaching*

Forms and Information - Occasional Teaching

Annual Offence Declaration ES Health & Safety > Forms and Documents > Forms

Forms available at the link above

- Elementary & Secondary Occasional Teacher Forms
- LTO Application Form
- Change of Information
- Change in Salary - Online Letter of Intent
- Miscellaneous Leave Form for Long Term Occasional Teachers
- Leave of Absence Form - Occasional Teachers

Note: Please download and open the pdf document in Adobe (not in Internet Explorer, Chrome, etc.). Once the form is filled out, click on Submit and the form will automatically be attached to an email.

Secondary Occasional Teacher Forms

All forms are available on the TDSB website.

Employee Services > Partner Resources > Secondary Teaching

- Infectious Disease Emergency Leave (IDEL) Form
- Change of Information
- Change in Salary - Online Letter of Intent
- Miscellaneous Leave Form for Long Term Occasional Teachers
- Leave of Absence Form - Occasional Teachers
- Long Term Occasional Teacher Evaluation Process and Form (to be completed in or after the 4th month of the same LTO assignment)
- Secondary Teacher Evaluation Short Term (less than 10 consecutive days) and Short Term Strategies
- Secondary Teacher Evaluation Long Term (more than 10 consecutive days) and Long Term Strategies

Online Letter of Intent - Change in Salary Group Notification

For Occasional Teachers **currently** in a Long Term Occasional position, you do this on-line through the TDSB website

https://tdsbweb.tdsb.on.ca/employee_services/Forms/Occasional-Teaching

Toronto District School Board

Long Term Occasional Teaching Application Form

Revised: January 2022

Applicant Eligibility Requirements :

In order to be considered for an interview, a complete application package must be submitted to the school Principal (or designate outlined in the job posting) before the closure date provided on the LTO Job Posting.

Please Note: We take no responsibility on receipt of your package by FAX by the required deadline date and time.

A complete application package consists of:

- **The completed LTO Application Form**
- **Up to date Cover Letter, Resume and References**
- **Up to date College of Teachers Certificate of Qualification**

Name: _____

TDSB Employee Number: _____ College of Teachers Membership No.: _____

Phone Number: _____

ELEMENTARY ONLY (FIRST POSTING): I confirm that I have completed a minimum of five (5) days as a Short Term Occasional Teacher with the Board or a previous Long Term Occasional Assignment prior to the posting date of this assignment:

Yes ☐ No ☐

Posting Number: _____

School: _____

Vacancy Applied for: _____

Certified Qualifications:

Primary	☐	Junior	☐
Primary/Junior	☐	Junior/Intermediate	☐
Pr/Jr/Int (Elem)	☐	Junior/Intermediate (Elem)	☐
Primary/Junior/Intermediate	☐	Intermediate	☐
Intermediate/Senior	☐		

Other: _____

Additional Qualifications relating to this Position (*where appropriate subject specific AQ's should be listed*)

_____

_____

Related Experiences / Interests: _____

_____

_____

_____

_____

Two (2) References (Principals, Vice-Principals, Superintendent):

(1) _____ Name

(2) _____ Name

(1) _____ Position

(2) _____ Position

(1) _____ Phone Number

(2) _____ Phone Number

_____ Date

_____ Name of Applicant

-Page 2 of 2 -

Toronto District School Board

APPENDIX E

OCCASIONAL TEACHER
Notification of Change

Employee Services ♦ Secondary Teaching Office
Occasional Teaching

5050 Yonge Street ♦ 2nd Floor
Toronto ♦ Ontario ♦ M2N 5N8
Telephone: 416-397-3580 Fax: 416-397-3484

If your status as an Occasional Teacher changes, please fill out this form and return to the above address, or email to Dispatch Teaching (dispatchteaching@tdsb.on.ca)

Name: _____

SAP Employee #: _____

I request the following change in my status as an Occasional Teacher for the Toronto District School Board.

Change in Address/Phone:

_____

_____

Change in Emergency Contact Info:

Name: _____ Relationship: _____

Phone (business): _____ Phone (home): _____

New Qualifications (Submit Proof from the Ontario College of Teachers)

_____ _____

_____ _____

Request to change Appointment Status in Order to Collect Teachers Pension:

End Date of Occasional Teaching Position: _____

Reinstate as Retired Occasional Teacher effective: _____

APPENDIX F

EMERGENCY AND CRISIS RESPONSE PLAN

THREAT TO SCHOOL SAFETY RESPONSE PROCEDURES

Follow these steps when you have been informed of a Threat to School Safety

LOCKDOWN

A major incident or threat of school violence within the school or on school premises

Any Staff Member can initiate a Lockdown:

- *PA Announcement, or*
- *3 Consecutive Bells, or*
- *Verbal (Lockdown, Lockdown, Lockdown)*

1. Enter nearest room.
   ***If outside building**, consider proceeding to the Emergency Evacuation Site if unsafe to enter building.
2. Lock classroom/room doors. Do not open door once secured.
   **Unlocked exterior doors remain unlocked for police access.*
3. Consider barricading classroom/room door (where possible and safe to do so). [e.g. use doorstops]
4. Close and cover windows (where possible and safe to do so).
5. Turn off lights.
6. Move away from classroom/room doors and windows and be aware of sightlines.
7. Students turn off cell phones and electronic devices. Staff cell phones should be set to silent.
8. Staff can call 911 with any helpful information (if safe to do so).
9. Maintain silence. Do not contact the office.
10. Lie on floor if gunshots are heard.
11. Evacuate building or relocate to another space if your security is compromised.
12. Remain in place until released. The Police or Principal/Designate will lift a Lockdown room by room.

HOLD & SECURE

Possible danger in the school neighbourhood

1. Return indoors.
2. Close and lock exterior doors.
3. Assigned designated staff monitor Exits/Entrances.
4. Close windows and window coverings (where possible and safe to do so).
5. Students turn off cell phones and/or personal electronic devices.
6. Staff contacts the office ***only*** to provide relevant updates to the current situation.
7. Continue regular indoor routines if safe to do so. All outside activities are cancelled.
8. Remain in place until Principal/ Designate announce Hold and Secure has been lifted.

SHELTER IN PLACE

Possible environmental danger in the school neighbourhood

1. Return indoors.
2. Assigned designated staff monitor Exits/Entrances.
3. Shut off air exchange system.
4. Close windows and window coverings (where possible and safe to do so).
5. Staff contacts the office ***only*** to provide relevant updates to the current situation.
6. Continue regular indoor routines if safe to do so. All outside activities are cancelled.
7. Remain in place until the Principal/Designate announces Shelter in Place has been lifted.

BOMB THREAT

Any conveyance of a message that is designed to warn and/or alarm people to an impending detonation of an explosive or incendiary device to cause damage, death, or injuries, whether or not such a device actually exists

1. a) If you receive a Bomb Threat, document details and report to Principal/Designate. Principal/Designate will contact police for direction.

   b) If you discover a suspicious item, do not touch and notify Principal/Designate immediately. Principal/Designate will contact police for direction.
2. Principal/Designate will initiate a visual scan and/or determine if relocation or evacuation is necessary.
3. If a suspicious package is found, do not use any electronic device, cell phone or walkie talkie in close proximity.
4. If ordered to evacuate, remain at the evacuation site until Principal/Designate and/or the Police provide further instruction.
5. If instructed to evacuate be aware of your evacuation route and continually scan your surroundings until safely at the evacuation site.
6. If an explosive incident occurs, follow established school evacuation procedures. Contact police.

r

MISCELLANEOUS LEAVE REQUEST FORM

School Board

Using Adobe, please complete and click the submit button in order to submit this form and **supporting documentation for review.**

LONG TERM OCCASIONAL (LTO)

Revised October 2022

PLEASE PRINT

TO BE SUBMITTED BY A TEACHER REQUESTING A LEAVE. FORWARD COMPLETED FORM AT LEAST 30 WORKING DAYS PRIOR TO THE REQUESTED LEAVE *WHEN POSSIBLE.*

LAST NAME:	FIRST NAME:	EMPLOYEE NO:

LEAVE START DATE: (YEAR/MONTH/DAY)	LEAVE END DATE: (YEAR/MONTH/DAY)
_____ . _____ . _____ YEAR MONTH DAY	_____ . _____ . _____ YEAR MONTH DAY
SCHOOL/LOCATION:	**Please read before signing this document: Leaves will be reviewed and approved by the Occasional Teaching Office to determine if a leave will be granted with/without deduction from quota or as an unpaid leave.**

Important Please Read:

LTO's have access to **5 Miscellaneous Days per school calendar year.** These 5 days (pending approval from Employee Services) can be in any combination of the following reasons. Observing Religious Holy Days, Writing an Exam, Funeral of a Close Friend or Relative or Attendin Graduation as er the Collective A reement.

☐ **LTO Elementary** ☐ **LTO Secondary**

☐	**Religious Holy Day** *(with deduction from Miscellaneous Leave Days)*	☐	**Writing Examination** *(without deduction from Miscellaneous Leave Days)*	☐	**Attending Graduation** *(without deduction from Miscellaneous Leave Days)*	☐	**Funeral** Close Friend or Relative *(with deduction from Miscellaneous Leave Davs)*
☐	**Jury Duty** *(paid release without deduction)* ***(Supportive Documents Required with Leave Request)***	☐	**Bereavement Leave** *(up to 3 days Paid without deduction)* ***(Supportive Documents Required with Leave Request)***		**Personal (Unpaid)**		

SPECIAL CIRCUMSTANCES COMMENT:	
TEACHER'S SIGNATURE:	DATE:
PRINCIPAL SIGNATURE	DATE:
APPROVAL & AUTHORIZATION	
REMARKS:	
SIGNATURE OF SENIOR MANAGEROR DESIGNATE: ————— ————	DATE: _____
☐ **LEAVE APPROVED :SFE REASON CODE** : _____ **LEAVE APPROVED WITHOUT PAY: SFE REASON CODE:**	D LEAVE Not APPROVED

Using Adobe, please complete and click the submit button in order to submit this form an in m n i n for review.

Teacher
Personnel File

Submit Form for Review

or email the completed form with supporting documentation (where required) to Xenia.Facun@tdsb.on.ca

Using Adobe, please complete and click the submit button in order to submit this form and supporting documentation for review.

Submit Form For Review

LEAVE REQUEST FORM
OCCASIONAL TEACHING STAFF

Revised October 2022

TO BE SUBMITTED BY AN OCCASIONAL TEACHER REQUESTING A LEAVE. **FORWARD COMPLETED FORM AT LEAST 30 WORKING DAYS PRIOR TO THE REQUESTED LEAVE *WHEN POSSIBLE.***

PLEASE PRINT

LAST NAME	FIRST NAME	EMPLOYEE NO.

LEAVE START DATE (YEAR/MONTH/DAY)	LEAVE END DATE (YEAR/MONTH/DAY)
_____ . _____ . _____	_____ . _____ . _____

☐	**Elementary Occasional Teacher**	☐	**Secondary Occasional Teacher**

☐	**Pregnancy / Parental Leave** ***(Medical Note to be provided with Leave Request Form in order for Leave to be approved)***	☐	**Medical Leave** ***(Medical Note to be provided with Leave Request Form in order for Leave to be approved)***	☐	**Personal Leave** ***(ELE: requests for full school year must be submitted by April 1 of the previous year)***
☐	**WSIB**	☐	**Retired Teacher – Completed 50 Days**		
☐	**Family Medical Leave (Unpaid while in LTO)** ***(please provide supporting documents)***	☐	**Critically Ill Child Care Leave (Unpaid while in LTO)** ***(please provide supporting documents)***		

SPECIAL CIRCUMSTANCES COMMENT:

TEACHER'S SIGNATURE: DATE:

APPROVAL & AUTHORIZATION

REMARKS: _____

SIGNATURE OF OFFICER, OCCASIONAL TEACHING : _____

DATE: _____

☐	**LEAVE APPROVED**	☐	**Waive 30 Days for Current School Year (Elementary)**	☐	**Waive 20 Days for Current School Year (Secondary)**
☐	**LEAVE NOT APPROVED**	☐	**Teaching Dispatch (To Block on SFE)**		

☐ You are waived from completing the necessary **20 days** per Clause 20.5.1. of your secondary collective agreement for the current school year, however you will be required to teach the required number of days in the following school year.

☐ You are waived from completing the necessary **30 days** per Clause 18.5.1. of your elementary collective agreement for the current school year, however you will be required to teach the required number of days in the following school year.

☐ In order to remain on the list for the following school year, you must ensure that you complete the yearly on-line renewal process. Please refer to your Collective Agreement for all timelines and deadline dates.

Using Adobe, please complete and click the submit button in order to submit this form and supporting documentation for review.

Cc:
- Teacher
- Personnel File

Submit Form For Review

or email the completed form with supporting documentation (where required) to Xenia.Facun@tdsb.on.ca

Benefit/Pension Administration 5050 Yonge Street, 4th Floor, Toronto, ON M2N 5N8
Telephone (416) 395-9642 – Fax (416) 397-3631

ONTARIO TEACHERS' PENSION PLAN
PREMIUM EXEMPTION FORM FOR RE-EMPLOYED PENSIONERS

Please Complete, sign and date this form, and return it to the Benefit/Pension Administration reception, at the above address

Last Name: _____ **First Name:** _____

Address: _____ **Suite/Unit/Apt.** _____

City: _____ **Province:** _____ **Postal Code:** _____

Telephone: _____ **S.I.N.** _____ **TDSB Employee** _____

1. Did you retire from a School Board in the province of Ontario?
   - ❑ **Yes:** Proceed to question 2
   - ❑ **No:** No need to continue, please date and sign below.

2. Are you in receipt of a monthly pension benefit from the Ontario Teachers' Pension Plan Board [OTPPB]?
   - ❑ **Yes:** Indicate dates and proceed to question 4
   - ❑ **No:** Proceed to question 3

Date Retired/Retiring _____ **Date Pension Started/Starting** _____

3. Did you receive a "commuted value" (lump sum payment) of your pension from the Ontario Teachers' Pension Plan Board, or, did you defer your pension with the Ontario Teachers' Pension Plan Board?
   - ❑ **Yes:** Please date and sign this form.
   - ❑ **No:** Proceed to question 4

4. Are you aware of the document issued by the Ontario Teachers' Pension Plan **"Working in Education After Retirement"**?
   - ❑ **Yes:** Proceed to question 5
   - ❑ **No:** Please contact the Teachers' Pension Plan or visit their website @ www.otpp.com

5. Are you aware of the implications to your teacher's pension (as outlined in the **"Working in Education After Retirement"** document) if you decide to return to teaching or **any other type of employment in education** with the TDSB?
   - ❑ **Yes:** Proceed to question 6
   - ❑ **No:** Review the "Teaching After Retirement" document before signing, proceed to question 6

6. I acknowledge, **I am responsible** for keeping track of my days and that **I am to notify** the Ontario Teachers' Pension Plan immediately after I exceed the 50 day limit effective September 1, 2012.
   - ❑ **Yes:** Proceed to question 7
   - ❑ **No:** Review the "Teaching After Retirement" document, proceed to question 7

7. I acknowledge that if I require further information I am to contact the **Ontario Teachers' Pension Plan Board**: 5650 Yonge Street Toronto, Ontario M2M 4H5, or call (416) 226-2700 or toll free 1 800 668-0105
   - ❑ **Yes:** Proceed to question 8
   - ❑ **No:** Contact OTPPB Client Services they will assist you, proceed to question 8

8. Are you in receipt of Canada Pension Plan benefits?
   - ❑ **Yes:** Attach a copy of your Notice of Entitlement issued by Human Resources Development Canada
   - ❑ **No:** Please notify TDSB when you receive your Notice of Entitlement.

_____ _____

Signature Date

APPENDIX L

Sabrina's Law – Protecting Anaphylactic Students

What is Sabrina's Law?

Bill 3 – Sabrina's Law is named after Sabrina Shannon, a 13 year-old from Pembroke with a dairy allergy, who died in 2003 from an anaphylactic reaction after eating french fries which may have been contaminated with dairy.

On January 1, 2006, legislation was enacted to protect anaphylactic students in a school setting.

What is Anaphylaxis?

Anaphylaxis (anna-fill-axis) is a serious allergic reaction that can be life-threatening. Anaphylactic reactions occur when the body's sensitized immune system overreacts in response to the presence of a particular allergen. Anaphylaxis affects multiple body systems, including skin, upper and lower respiratory, gastrointestinal, and cardiovascular.

What causes an anaphylactic reaction?

Food is the most common cause of anaphylaxis, but insect stings, medicine, latex, immunotherapy, or exercise can also cause a reaction. Ninety percent of serious food allergic reactions are caused by:

Peanuts	Soy
Shellfish	Egg
Tree nuts	Wheat
Milk	Sesame
Fish	Sulphites (food additives)

What is Epinephrine?

Epinephrine – also know as adrenaline is the first line medication that should be used in the emergency management of a person having a potentially life-threatening allergic reaction. It is recommended that it be given at the start of any suspected anaphylactic reaction.

Sabrina's Law – Protecting Anaphylactic Students Continued

What schools are doing

- Schools have identified students with life-threatening allergies and individual plans for each anaphylactic student in consultation with the parent/guardian are in place for all school activities.
- Staff with regular contact with an anaphylactic student have been trained and are aware of the locations of epinephrine auto-injectors (Epi Pens).
- Posters are displayed in relevant/visible locations in the school.

Special considerations for elementary students

- Eating periods should be supervised by a trained adult.
- No "sharing" means no giving or taking food.
- Self-administration (age appropriate) of epinephrine – adults should always be prepared to respond.
- Proper hand washing before and after eating.

Special considerations for secondary students

- These are considered "high risk" years.
- Teens may act impulsively, take risks, and not want to stand out or be different.

Common law ('good Samaritan') protects people when they provide emergency first aid in a reasonable and acceptable manner. Give epinephrine and call 911 is the medically recommended response.

What can you do?

Be informed. When you arrive at a school, ask if there are any anaphylactic students in the classes you are covering, and if so, what is the emergency response plan at the school.

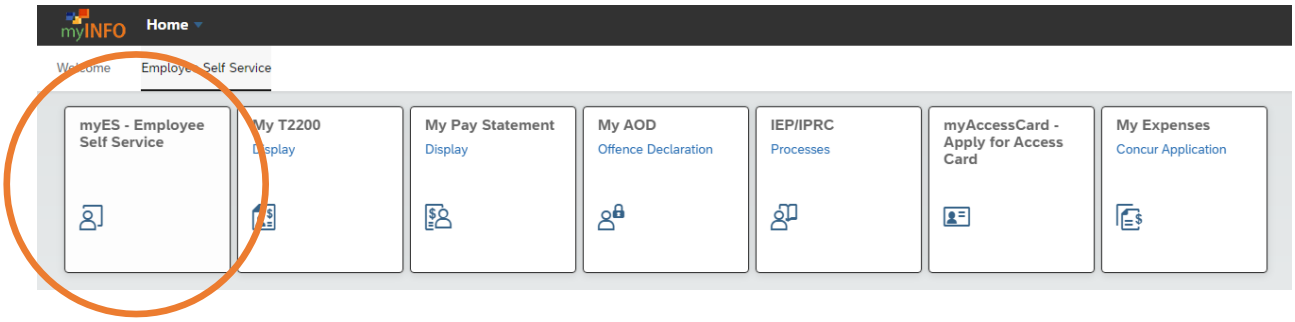
Please refer to Procedure PR607 - Diabetes Management for information on the management of diabetes in schools.

APPENDIX G

Change of: Address, Banking Information, Contact information, Emergency Contact.

All of this information is to be up-dated by you on the TDSB myINFO site.

You are responsible for keeping this information current and accurate at all times.



Log into the myTDSB web and click on the myINFO tab.

Choose myES—Employee Self Service and you are able to edit your personal information as soon as it changes.

Toronto District School Board

OCCASIONAL TEACHER Notification of Change of Status

APPENDIX G

APPENDIX G

OCCASIONAL TEACHER Notification of Change

Employee Services •Secondary Teaching Office

Occasional Teaching

5050 Yonge Street•2nd Floor
Toronto• Ontario •M2N 5N8

Telephone: 416-397-3580 Fax: 416-397-3484

If your status as an Occasional Teacher changes, please fill out this form and return to the above address or email to Dispatch Teaching (dispatchteaching@tdsb.on.ca)

Name: _____

SAP Employee #: _____

I request the following change in my status as an Occasional Teacher for the Toronto District School Board.

Change in Address/Phone:

To change your address/phone number, log on to myINFO. Click on *Personal Information* > *Personal Profile.* Then click on *Add* beside *Addresses*.

Please note that the effective date of the change cannot be in the past. Your new address record will be effective on the day the change was made or on a future date.

Change in Emergency Contact Info:

To change your address/phone number, log on to myINFO. Click on *Personal Information* > *Personal Profile.* Then click on *Add* beside *Emergency Contact.*

New Qualifications (Submit Proof from the Ontario College of Teachers)

TORONTO DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES

The policies and procedures listed below may be most pertinent to Occasional Teachers. Please note that these policies and procedures are updated from time to time. Full policy and procedure statements can be found on the TDSB website.

To access the links:

1. Go to www.tdsb.on.c. Select ***Staff*** and then proceed to log in.
2. Click on ***TDSBWeb*** to access the internal network.
3. Click on ***Publications,*** then on ***Policies and Procedures***
4. Use search option to find specific policies and/or procedures

All Board employees are required to operate within TDSB policy.

- ## Code of Conduct, P.044 SC:

The mission of the Toronto District School Board (the Board) is to provide "*learning environments that are safe, nurturing, positive and respectful.*" This mission is affirmed in TDSB policies, including the Safe Schools Policy. The purpose of the TDSB Code of Conduct is to further promote the mission of the TDSB and to provide a framework for individual schools to develop local, school-based codes of conduct or to modify existing codes of behaviour. The TDSB Code of Conduct is to be read in conjunction with the Safe Schools policy and all related TDSB policies.

- ## Caring and Safe Schools, P05:

The Board will ensure that school officials and staff respond appropriately, without delay and in a consistent fashion when violent incidents threaten the safety and security of our schools and the well-being of our students, staff and larger community.

Procedures:

- Promoting a Positive School Climate PR69
- Students With Special Needs: Management Process for Risk Injuries Behaviours PR69
- Threats to School Safety PR69

See Appendix _ – *Safe and Caring Schools Incident Reporting Form*

- **Progressive Discipline and Promoting Positive Student Behaviour, PR.702**

To establish a framework to build, support and maintain a positive school climate that focuses on progressive discipline and promotes positive student behaviour. Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to a focus that is both corrective and supportive. Progressive discipline is a process designed to create the expectation that the degree of discipline will be in proportion to the severity of the behaviour leading to the discipline and that the previous disciplinary history of the student and all other relevant factors will be taken into account. Progressive discipline must take into account the needs of individual students by showing sensitivity to diversity, to cultural needs and to special education needs. In addition progressive discipline must be in keeping with Ministry of Education and Board policies on antiracism, ethno cultural equity and antidiscrimination education.

- **Bullying Prevention, P.06 CUR:**

To establish a framework to enable, support and maintain a positive school climate. *Bullying* – is typically a form of repeated, persistent and aggressive behaviour that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical (e.g. hitting, pushing, tripping), verbal (e.g. name calling, mocking, or making sexist, racist or homophobic comments), or social (e.g. excluding others from a group, spreading gossip, or rumours). It may also occur through the use of technology (e.g. spreading rumours, images, or hurtful comments through the use of e-mail, cellphones, text messaging, Internet Web site, or other technology).

- **Code of On-line Conduct, PR57:**

The TDSB provides on-line systems and resources for use by employees and students. All policies, procedures, codes of behaviour and rules of the TDSB apply to those using online systems and resources provided by or on behalf of the TDSB.

The TDSB takes appropriate measures to ensure the security of the facilities and information that may be contained in them and reserves the right to monitor the use of on-line resources by all that access the systems.

Inappropriate use of on-line access could result in disciplinary action that may include legal action and/or involvement of police.

- **Dealing With Abuse and Neglect of Students, P04:**

The Board shall have zero tolerance in all of its learning environments for physical, sexual and emotional abuse and/or neglect of students. *Abuse and/or neglect* refers to any form of maltreatment contemplated in the *Child and Family Services Act* and includes but is not limited to, physical abuse, sexual abuse, emotional abuse, exposure to family violence or neglect.

Procedure:

- Operational Procedure PR560

Sexual exploitation (perpetrator an adult employee/victim a student)

Sexual misconduct

Sexual harassment

Sexist discrimination

Domestic violence

Emotional abuse

Psychological abuse

Forced prostitution

Homophobia

Transphobia

Harmful gender-based social practices, e.g. female genital mutilation

Gender-based violence operates on a societal imbalance of power and control based on social construction identity, sexual orientation, gender, perceived gender and sexual behaviour. This imbalance may manifest forms as aggressive and discriminatory behaviours and expressions of hatred.

Procedure:

Sexual Misconduct by Students PR608

Employment Equity, P029:

The Board is committed to the development, implementation and maintenance of employment and promoti practices and procedures that result in and sustain a workforce that, at all levels, reflects, understands and res diverse population.

Equity Foundation, P.037 CUR:

The Board is committed to ensuring that fairness, equity, and inclusion are essential principles of our school s are integrated into all our policies, programs, operations, and practices.

Human Rights, P.031 EMP:

The Board is committed to meeting its obligation under the Canadian Charter of Rights and Freedoms and t Human Rights Code by providing safe schools and workplaces that respect the rights of every individual. Eve employee, trustee, parent and community member has the right to learn and work in an environment free of tion and harassment. Discrimination and harassment based on legislated prohibited grounds will not be tolerat

Accessibility Standards for Customer Service, P069:

- To implement accessibility standards for customer service in accordance with O. Reg. 429/07, Accessibility Standards for customer Service, that will provide services to students, parents/guardians, the public and staff that are free of barriers and biases.

Procedure:

- Use of Service Animals by the General Public PR60
- Use of Support Persons by the General Public PR60
- Use of Assistive Devices by the General Public PR60

Respectful Learning and Working Environment, P07:

To provide a learning and working environment in which all individuals treat each other with respect, dignity and learn to work in an environment that is free from all objectionable conduct including violence, harassment, bullying/intimidation and discrimination.

Workplace Harassment Prevention, P03:

This policy is intended to provide a greater awareness of and responsiveness to the damaging effects of harassment.

Harassment is often but not always persistent, ongoing conduct or communication in any form of attitudes, beliefs or actions towards an individual or group which might reasonably be known to be unwelcome. A single act or expression can constitute harassment, for example, if it is a serious violation or it is from a person in authority. Harassment may be either subtle or blunt.

Harassment is not the normal exercise of supervisory responsibilities, including training, directions, instruction, counselling and discipline.

The workplace is any place where employees, students and other users perform work or work-related duties or functions.

The Workplace Harassment Policy applies to all Board students, employees, trustees and other users such as members of consultative committees, clients of the Board, parents, volunteers, permit holders, contractors, and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This Policy also covers harassment by such persons, which are proven to have repercussions that adversely affect the Board's learning/working environment.

Occupational Health and Safety, P04:

Senior management shall actively model and promote efforts that lead to a safe and healthy environment. Supervisory officers, principals, managers and all other supervisory staff are accountable for implementing applicable Board safety programs, for complying with the Ontario Occupational Health and Safety Act, and for ensuring that workplaces under their direct control are kept in a healthy and safe condition.

Employees shall actively participate in meeting the Board's commitment through cooperation and shared responsibility as required by the Ontario Occupational Health and Safety Act and through the safety programs of the Board. Employees have a common responsibility for their own health and safety and that of others and are required to adhere to safe work practices and to report to their supervisor any unsafe or unhealthy conditions or practices. Reference pages 44-4 (procedure to report injury). See Appendix J – *Health and Safety Concern/Near Miss Incident Form*.

▪ Workplace Violence Prevention, P07:

To establish the Board's commitment to providing a work environment that is safe and free of workplace violence as defined by the Occupational Health & Safety Act.

DEFINITIONS

Workplace Violence:

a) the exercise of physical force by a person against a worker, in the workplace, that causes or could cause physical injury to the worker;
b) an attempt to exercise physical force against a worker, in the workplace, that could cause physical injury to the worker; and
c) a statement or behaviour that is reasonable for the worker to interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury to the worker.

Assailant:

An individual, who has threatened, attempted or has exercised physical force that has caused or could have caused physical injury. This includes: students; co-workers; parents; guardians; or visi- tors.

To report an incident of workplace violence, go to the online form:

http://tdsb.visdatec.com/workplaceViolenceReport

▪ Severe Weather: Schools and Administrative Offices, PR51:

Occasionally, situations of severe weather conditions may require the Board to cancel transportation and /or close schools.

Procedure:

- outdoor activities
- decision to cancel transportation and close schools (3.1)
- procedures before the beginning of the day (3.2)
- transportation cancellation before the beginning of the school day (3.3)
- school closure during the school day (3.4)
- dismissal of staff (3.5)
- decision for advancing transportation schedule (3.6)
- summary of responsibilities (3.7)

Procedure:

- Employee and Community Partners Conflict of Interest PR673 BU

▪ Excursions, P03:

To establish the Board's commitment to and a basis for the full and equitable inclusion of all students in safe, curriculum-based excursions

Procedure:

- Excursions PR.511 SC
- Bus Bookings for Field Trips PR.535

▪ Anaphylaxis, PR56:

Ensuring the safety of anaphylactic students in a school setting depends on the cooperation of the entire school community. To minimize risk of exposure, and to ensure rapid response to an emergency, parents, students and school personnel must all understand and fulfill their responsibilities.

See Appendix – *Sabrina's Law – Protecting Anaphylactic Students*

▪ Homework, P03:

To establish the Board's belief that homework is an engaging and relevant learning activity. To establish the Board's commitment to the assignment of homework in a purposefully planned manner that is directly connected to a student's school program and learning expectations of the Ontario Curriculum

Procedures Related to the Assessment and Evaluation of Students

▪ Plagiarism Detection Service, PR.59:

To provide a process for ensuring compliance with the Municipal Freedom of Information and Protection of Privacy Act when confirming the originality of work assignments submitted by students using a plagiarism detection service

▪ Academic Honesty, PR.61:

To provide direction to staff and students on the issues of academic honesty, including cheating and plagiarism

▪ Evaluation of Late and Missed Assignments, PR.61:

To provide direction to staff and students for the evaluation of late and missed assignments

- **Protocol for Assigning a Lower Limit Below 50 Percent for Reporting on Student Achievement, PR.61:**

The students' actual marks earned may be recorded on the report card. There is an expectation that teachers will use their professional judgment in the selection of strategies to encourage students to submit assignments in a timely fashion. Please refer to the procedures for Late and Missed Assignments and for Academic Honesty for the process to be followed.

- **Employee Conflict of Interest, P.057 EM:**

To establish the parameters for employee conduct regarding possible conflict of interest situations. *Conflict of Interest* encompasses situations in which the personal or private interests of an employee (or the employee's family or close business associates) conflict with the interests of the Board or when there is a reasonable basis for the perception of such conflict. (See Operational Procedure PR673 BU: Employee and Community Partners Conflict of Interest exam- ples.)

- **Police Reference Checks, SR2:**

The Ontario government released *Regulation* 521/01 (now 322/03) which states that School Boards must collect a police reference check on all existing and new Employees, and on service providers who come into direct contact with students on a regular basis. Once a record check has been collected under this Regulation, school boards are required to collect, on an annual basis, "Offence Declarations" (a form to update a person's information on file by declaring any new criminal code convictions). The intent of the legislation is to ensure that schools and classrooms are safe places for students.

- **NEW! Social Media and Online Content Procedure PR735**

To help support staff in navigating these risks and responsibilities, the TDSB has recently developed the *Social Media and Online Content Procedure (PR735).* This new procedure, developed with input from the board's unions, federations and associations, applies to all TDSB employees who administer, contribute to, or access official TDSB social media accounts or channels, including school, classroom and department accounts. The procedure also speaks to the importance of responsibilities associated with TDSB employees' personal social media accounts and online content when the information shared relates to the TDSB or may have an impact on the TDSB, its students and/or staff.

We ask all staff to please review the *Social Media and Online Content Procedure* (PR735) to ensure that you understand the responsibilities, expectations and professional boundaries of using social media. By following the expecta- tions outlined in this procedure, we can all make sure that we're getting the most out of social media and the benefits it can have for student learning, professional development and personal use.

More on this topic from the OCT p. xx

- **Procedure PR743 - Employee Interim Measures Pending Investigation**

Objective: To outline the criteria and process for implementing interim measures pending an investigation or oth plaint resolution process.

Employee Interim Measures Pending Investigation Procedure (PR743)