

# Secondary Occasional Teachers' Handbook



Prepared by the OTBU D12  
*Draft 2022-23*

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 OT Handbook 2017-2018 Occasional Teaching Handbook: [Click here to download.](#)), Ontario College of Teachers, OSSTF Provincial website, TDSB website, the OTBU D12 website, the OTBU Collective Agreement 2020-2022, QECO website and the ARM website.

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**Information Sources:** Toronto District School Board, Ontario Secondary School Teachers Federation, Occasional Teachers Bargaining Unit D12, ARM and the Ontario College of Teachers.

# 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: [otbud.office@d12.osstf.ca](mailto:otbud.office@d12.osstf.ca)

Website: [www.otbud12.com](http://www.otbud12.com) **WEBSITE**

Dear Secondary Occasional Teacher Colleague,

I would like to take this opportunity to welcome you to a new school year as a member of the Occasional Teachers' Bargaining Unit (OTBU) of OSSTF District 12. As well as being a member of our local bargaining unit, you are also a member of the Ontario Secondary School Teachers' Federation (OSSTF), an education workers' union with a proud history of over one hundred years of working on behalf of its members and of public education in Ontario.

It is part of our responsibility as your union representatives to help maintain and defend the Collective Agreement (C.A.) under which you work. A copy of the C.A. can be found on the OTBU website. I encourage you to become familiar with this document so that you are aware of your rights and responsibilities as a secondary Occasional Teacher in TDSB schools. The OTBU is the only organization that can represent you with your employer.

You are part of a Bargaining Unit with a richly diverse membership. I encourage each of you to participate in the union through our meetings, workshops and committees to learn and benefit from the strengths and expertise of your brothers and sisters in the union.

An information email is sent out regularly. It contains important information about negotiations, member advisories, up-coming meetings, professional development opportunities and much more.

We also maintain a [website](http://www.otbud12.com), which provides up-to-date information about the things you need to know as an OTBU member. You may also want to visit the provincial OSSTF website: [www.osstf.on.ca](http://www.osstf.on.ca) to get information about Ontario-wide OSSTF activities, issues, publications and initiatives.

If you have any questions about professional or work-related issues, please call us at 416-423-3600 or email us at [otbu.office@d12.osstf.ca](mailto:otbu.office@d12.osstf.ca)

If you wish to join the over 1800 OTBU members who receive periodic emails from us with up-to-date information, please send us your personal (non-TDSB) email address and we will add you to the list.

On behalf of the OTBU Executive I wish you a successful and rewarding year. Yours in

**President, OSSTF District 12 OTBU**

**In solidarity,**

**Linda Bartram**

# School Year Calendar

September 2, 2022 to June 30, 2023

Labour Day Parade	September 5, 2022
PD Day	September 6, 2022
Professional Development	October 7, 2022
Thanksgiving	October 10, 2022
Professional Activity	November 18, 2022
OTBU GM	November 23, 2022
Christmas Break	December 26, 2022
Classes resume	January 9 2023
PD Days	February 17, 2023
Family Day	February 20, 2023
AMPA	March 10-13, 2023
Mid-Winter Break	March 13 to 17, 2023
Good Friday	April 7, 2023
Easter Monday	April 10 2023
OTBU AGM	May 17 2023
Victoria Day	May 22, 2023
Last Day of classes Secondary	June 29, 2023
PD Day	June 29-30, 2023

<http://www.otbud12.com/media/Key-Dates-updated-June-17.pdf>

[link](#)

## 2022-2024 OTBU Executive



President:

Linda Bartram

[linda.bartram@d12.osstf.ca](mailto:linda.bartram@d12.osstf.ca)



1st Vice President:

Elaine Karroum

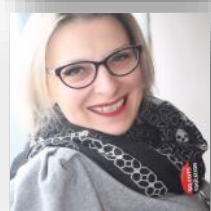
[elaine.karroum@d12.osstf.ca](mailto:elaine.karroum@d12.osstf.ca)



2nd Vice President:

Jamie Whitaker

[jamie.whitaker@d12.osstf.ca](mailto:jamie.whitaker@d12.osstf.ca)



Secretary:

Lillian Speedie-Court

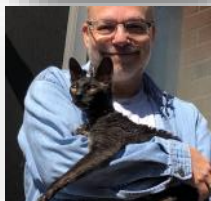
[lillian.speediecourt@d12.osstf.ca](mailto:lillian.speediecourt@d12.osstf.ca)



Treasurer:

Michael Frascetti

[michael.frascetti@d12.osstf.ca](mailto:michael.frascetti@d12.osstf.ca)



Executive Officers:

Jamie Cheslo

[jamie.cheslo@d12.osstf.ca](mailto:jamie.cheslo@d12.osstf.ca)



Sarah Kamalzadeh

[sarah.kamalzadeh@d12.osstf.ca](mailto:sarah.kamalzadeh@d12.osstf.ca)



Cassandra Kirchmeir Gitt

[cassandra.kirchmeirgitt@d12.osstf.ca](mailto:cassandra.kirchmeirgitt@d12.osstf.ca)



Susy Taylor

[susy.taylor@d12.osstf.ca](mailto:susy.taylor@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.

*In all of 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.*

95 Thorncliffe Park Drive, Suite 1708, Toronto, ON, M4H 1L7

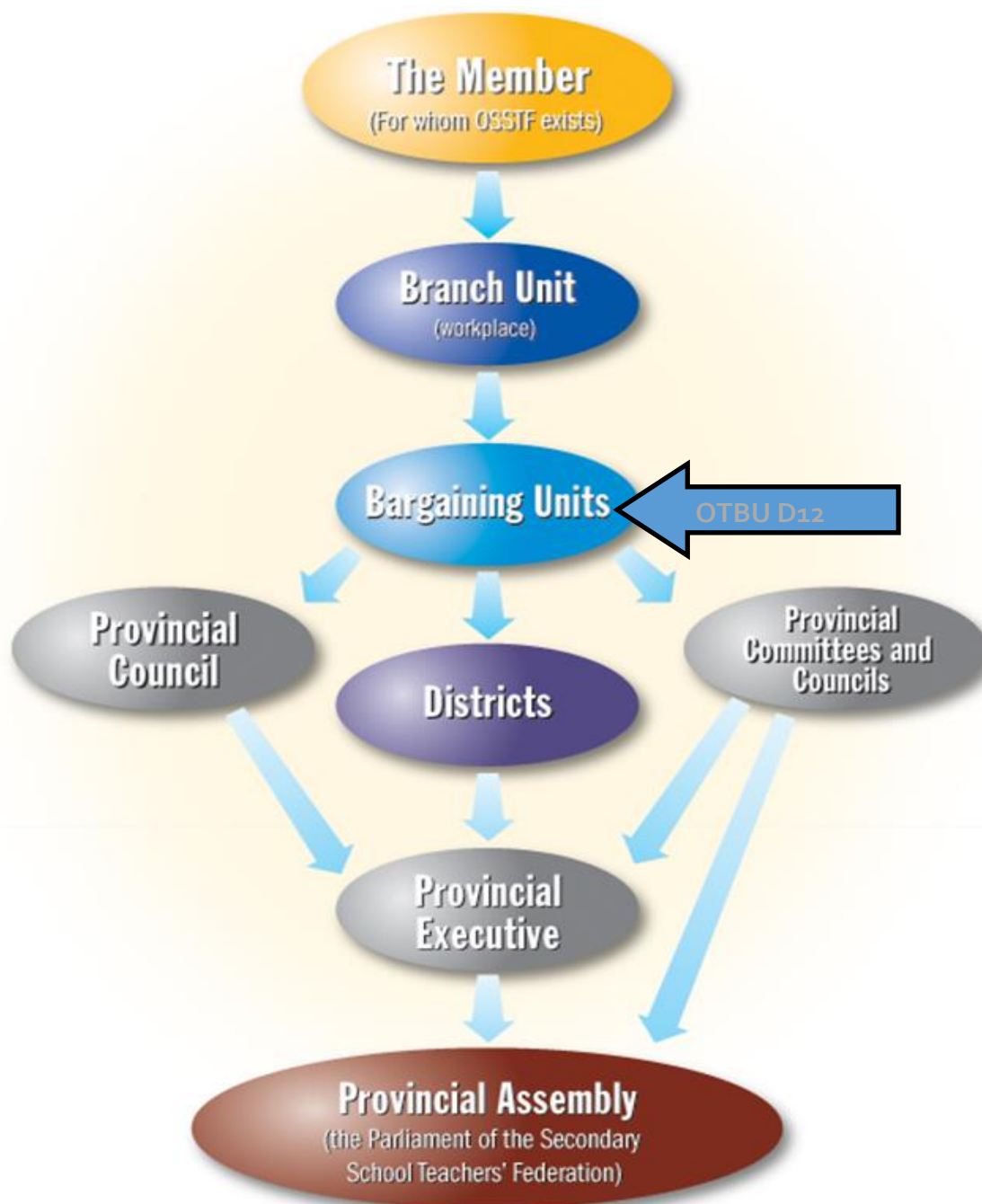
Phone: 416-423-3600

Email: [otbud.office@d12.osstf.ca](mailto:otbud.office@d12.osstf.ca)

Website: [www.otbud12.com](http://www.otbud12.com)

# How does the OTBU fit into the OSSTF

## Organizational Structure?



**T**he 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 Box** on the OTBU D12 homepage:

<http://www.otbud12.com/>



## What does the OTBU do ?

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

1. Negotiate a Collective Agreement (down load the CA from-www.otbud12.com)
2. Take your concerns to the TDSB
3. Represent members when problems arise within a school
4. Organize General Meetings and Annual General Meetings
5. Organize Professional Development Days
6. Promote Health and Safety
7. File Grievances on your behalf when necessary
8. Represent the interests of OTs and LTOs at the Board, District and Provincial levels
9. Engage in Political Action
10. Answer members questions on a variety of issues ( call 416-423-3600)
11. The OTBU sends our regular information emails and posts pertinent information on our website

### 12. Contact the OTBU if:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• You believe you might be disciplined by administration. <i>See also p. 46</i></li> <li>• You receive notice from the College of Teachers that you are being investigated.</li> <li>• You are questioned or might be investigated by police or CAS.</li> </ul> | <p><i>In all of 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.</i></p> |
|--|---|

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**

Simply put, 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 includes negotiations, pay equity, organizing new members and grievance/arbitration;
2. **Educational Services** which includes 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 an 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 Development 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!

# OT Annual Responsibilities

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

If you are a retired teacher you can do 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. In early June the TDSB will send an email to your TDSB email account asking if wish to stay on the **OT roster**. If you do not respond in the affirmative by June 30th you will be dropped from the list. If you forget to do so by, during the month of July you can apply for re-instatement. If you realize by September that you forgot to do so, you then have to apply for re-instatement through recruiting. At this last stage there is no guarantee of being placed back on the OT roster.
2. **The Annual Employee Office Declaration.** You will be sent an email in the spring to update your AEOD, but you can go on the TDSB website and do this earlier.
3. You have to renew with the **Ontario College of Teachers** and pay by April 15th. You may do so after April 15 but they charge a penalty. You do this on your own, the TDSB does not deduct the fee from your pay-slip.
4. You are required as an employee to complete **compliance training courses**. These are available in *My Path* on the TDSB website.

The TDSB only contacts its employees via the TDSB email system. Check regularly.

The OTBU does union-related business using non-TDSB emails. Make sure the OTBU D12 has a non-TDSB email for you.

## TDSB Occasional Teaching Reinstatement Request Process

If you were unable to complete the required number of days as per your Collective Agreement, or renew online by June 30th of this school year, please submit your reinstatement request via the link below.

All reinstatement requests will be reviewed in the month of August.

[https://tdsb.ca1.qualtrics.com/jfe/form/SV\\_br8Gpl0uDjdJ8BU](https://tdsb.ca1.qualtrics.com/jfe/form/SV_br8Gpl0uDjdJ8BU)

This must be done during the month of July. Employee Services will look at Re-Instatement Requests during the month of August. The Re-Instatement Request process closes on September 1st.

After September 1st those OT members who did not complete their 20 days or do the OT renewal have to go to apply to TDSB Recruiting (see next page)..

### If you hold a Secondary Occasional Teaching Position:

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 have been provisionally reinstated to the Secondary Occasional Teaching List, for at least twenty (20) full time equivalent days by June 30<sup>th</sup>. Of those twenty days, **you must 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.**

## Recruitment

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

**Carla Alves,**

**Recruitment Administrator 416 397-3871**

**[carla.alves@tdsb.on.ca](mailto: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](mailto:rosanthy.raja@tdsb.on.ca)**

**Recruitment Assistant**

**Recruitment Process**

**Maria Floros, 416 393-8092**

**[maria.floros@tdsb.on.ca](mailto:maria.floros@tdsb.on.ca)**

**Recruitment Assistant (acting)**

**Application Process**

## Accessing Your Annual Offence Declaration AOD

I 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, 2022 prior to starting work in the 2022/2023 school year.

1. Go to your web browser—Internet Explorer or Google Chrome are recommended

2. Enter **myinfo.tdsb.on.ca** in the browser address bar.

3. Type in your username and password and then click **Login**.

4. At the Stay signed in? screen—click NO

5. You will be directed to the myINFO Launchpad.

6. Click on the myAOD—Employee Annual Offence Declaration tile to launch the survey.

7. Once you have completed this survey an email confirmation will be sent to your TDSB email address. Please print a copy of this confirmation for your records.

## TDSB Compliance and Mandatory Training

As part of our commitment to staff and student health and safety, and as a new 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.

### *AND* Ontario College of Teachers **Sexual Abuse Prevention Program**

All Ontario Certified Teachers (OCTs) who were members in Good Standing as of January 3, 2022 are required to successfully complete the Sexual Abuse Prevention Program by Thursday, September 15, 2022.

If you are unable to complete the Program by that deadline, or if you are scheduled to complete it on a Professional Activity Day after the deadline, you can request a one-time extension by signing into the Members area on the College's website, where you can complete and submit a Program extension form. You must submit this request before 11:59 p.m. ET on September 15, 2022.



## EMPLOYEE SERVICES - OCCASIONAL TEACHING OFFICE DIRECTORY AND STAFF RESPONSIBILITIES

### Employee Services Location:

5050 Yonge Street, 2<sup>nd</sup> Floor  
Toronto, Ontario M2N 5N8

### **Bruno Berto, Centrally Assigned Principal - Secondary, TDSB**

[bruno.berto@tdsb.on.ca](mailto:bruno.berto@tdsb.on.ca)

416-397-3580

Responsible for Occasional Teacher contract negotiations, maintenance and implementation of Collective Agreements for Secondary Occasional Teachers

### **Sam Venneri, Officer Employee Services - Occasional Teaching**

[sam.venneri@tdsb.on.ca](mailto: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

### **Xenia Facun, Administrator - Occasional Teaching**

[xenia.facun@tdsb.on.ca](mailto:xenia.facun@tdsb.on.ca)

416-397-3252

Responsible for management of LTO and Occasional Teaching Records; supports in all administration functions pertaining to the Occasional Teaching Department.

### **vacant, Assistant - Occasional Teaching**

[zzzz.zzzz@tdsb.on.ca](mailto:zzzz.zzzz@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.

### **Peggy Kok, Assistant - Occasional Teaching**

[peggy.kok@tdsb.on.ca](mailto:peggy.kok@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:

**Sandra Snooks** [sandra.snooks@tdsb.on.ca](mailto:sandra.snooks@tdsb.on.ca)

416-397-3249

Records Assistant for Occasional Teachers with the last name (A - L)

**Terri Delaney** [terri.delaney@tdsb.on.ca](mailto:terri.delaney@tdsb.on.ca) ..... 416-397-3007

Records Assistant for Occasional Teachers with the last name (M - Z)

## IMPORTANT TELEPHONE NUMBERS AND CONTACTS

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

ETFO Office Telephone 416-227-1866  
 Website [www.etfo-torots.org](http://www.etfo-torots.org)  
 Rob Fulford, President [robfulford@ica.net](mailto:robfulford@ica.net)  
 Provincial Office Telephone 416-962-3836  
 Provincial Website [www.etfo.ca](http://www.etfo.ca)

### O.S.S.T.F. District 12 Toronto Occasional Teachers' Bargaining Unit (OTBU):

OTBU Office Telephone 416-423-3600  
 Email Address [otbu.office@d12.osstf.ca](mailto:otbu.office@d12.osstf.ca)  
 Website [www.otbud12.com](http://www.otbud12.com)  
 Linda Bartram, President

### O.S.S.T.F. Provincial

Website [www.osstf.on.ca](http://www.osstf.on.ca)  
 Provincial Office Telephone 416-751-8300

O.S.S.T.F. TTBU [www.osstftoronto.ca](http://www.osstftoronto.ca) 416-393-89002

Ontario College of Teachers 416-961-8800  
 Website <https://www.oct.ca/>

Ontario Teachers' Pension Plan Board 416-226-2700

OTPP 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 (QECCO) 416-323-1969  
 QECCO Website <https://qeco.ca/>

### Toronto District School Board:

Website  
 Internet Site [www.tdsb.on.ca](http://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 Board 416-397-3000

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

# TDSB Network Login Credentials

Your User ID, to login to the TDSB network, is 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.

For security reasons, they expire every 90 days. Keep it updated by logging into the TDSB network regularly.

**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](http://www.tdsb.on.ca) Click [here](#)

From TDSB applications such as [myINFO.tdsb.on.ca](http://myINFO.tdsb.on.ca), [AW.tdsb.on.ca](http://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](http://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](mailto:John.Smith@tdsb.on.ca)

For example John Smith would be [John.Smith@tdsb.on.ca](mailto: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](http://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 Po88 (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 Service 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](http://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.

The TDSB suggests all communication directed to the Occasional Teaching department, be submitted by email through your TDSB gmail account.

## Pay

**Short Term (Daily) Occasional Teacher** pay rates are established through negotiations with Elementary Teachers' Federation of Ontario (representing the Elementary Occasional Teachers) and Ontario Secondary School Teachers' Federation (representing the Secondary Occasional Teachers). It may take one or two pay periods to see changes to pay rates. *See the OTBU Dd12 collective agreement.*

**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 2<sup>nd</sup> 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](http://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 Short Term Occasional Teacher shall be paid a per diem rate according to the following schedule:

Sept. 1, 2021	0-100 days	After 100 Days
	\$ 233.39	\$ 256.73

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 .

# 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](http://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 Teachers 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](http://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.

## 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, 4<sup>th</sup> floor  
Toronto, Ontario M2N 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](http://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 Disability 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

**\*\* Reemployed pensioners should refer to the Ontario Teachers' Pension Plan website, [www.otpp.com](http://www.otpp.com), for important information for working in education after retirement.**

## Union Dues/Levies

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

# Benefits

OTIP [WEBSITE](#)

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

Click [Here](#)

- Voluntary participation
- Must enrol 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: <https://www.otip.com/>
- Group Benefits > Occasional and Casual Members (OCM)

<https://www.otip.com/Group-Benefits/Occasional-Casual>

## 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)
- <https://www.otip.com/Why-OTIP/News/Welcome-to-Your-Benefits!>





## 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 enrol 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 enrol in the health and/or dental benefits within the 31-day enrolment opportunity but wish to enrol at a later date?**

If you experience a life change event during an eligible assignment, you may enrol 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-enrol 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.

## 2021/2022 OSSTF Occasional Teachers

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 2020/2021 school year. If you did not comply with your Occasional Teaching Collective Agreement (completed the required days and/or renew online by June 30<sup>th</sup>), 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.*

Eligibility for payment-in-lieu (employer funding) is based on the benefit eligibility criteria of the 2014-2019 Collective Agreement. As a result of school closures in response to the COVID-19 pandemic, an agreement was reached with your Union to reduce the minimum number of days required to work during the current school year from 90 to 60 days. Therefore, in order to be eligible for the 2021- 2022 school year, a Secondary Occasional Teacher must work at least 60 full-time equivalent days in the previous school year.

As you have met the benefit eligibility requirement, you are entitled to employer funding equivalent to the lesser of:

- a. **\$248.78\*** per month (for 2021-2022); or
- b. 50% of the actual premium cost for each month you are enrolled in a benefit plan.

This amount is to be used for the sole purpose of purchasing from among health, life and/or dental benefit plans.

	<i>Monthly Premium Cost payable to the Insurance Provider of your choice</i>	<i>TDSB</i>
<i>Funding (Payment-in-lieu reimbursement) Maximum (2020-2021)</i>	<i>50% of the Actual</i>	<i>Premium Cost</i>
<i>TDSB Actual Payout = the Lesser of (a) or (b)</i>		

Scenario 1	\$300.00	\$248.78*	\$150.00	\$150.00
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Scenario 2	\$500.00	\$248.78*	\$250.00	\$248.78
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**\*Please note: the maximum reimbursement amount listed above is subject to change upon ratification of the local collective agreement and any retroactive payments will be processed accordingly.**

Please note TDSB has already forwarded the benefit eligibility listing for the 2021-2022 school year to OTIP.

Based on the eligibility list OTIP will be communicating with eligible Occasional Casual Member (OCM) members in the coming weeks. You will receive a "welcome package" and an invitation to enroll in the OCM plan via the OTIP secure site. In order to enroll in the OCM benefit plan, you will need to complete the EA form on the website and confirm your interest

premiums, where applicable.

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

Please send your proof of benefit enrolment letter as soon as possible to **Compensation, Benefits and Pension Administration, 4<sup>th</sup> Floor, 5050 Yonge Street, Toronto, Ontario, M2N 5N8** no later than **July 31, 2022**. You also have the option to scan the proof of benefit enrollment and send it via email to [BenefitPensionAssistance@tdsb.on.ca](mailto:BenefitPensionAssistance@tdsb.on.ca) or to your Benefit/Pension Assistant. Any documentation provided after the school year has ended, is subject to review. For accurate financial reporting all OSSTF payment in lieu payments ideally should be paid to employees during the school year that they qualify in.

When an OSSTF OT employee who is receiving payment-in-lieu has a benefit rate increase mid-year or purchased additional 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.

*TDSB Benefit/Pension Administration*

## Payroll

Name Surname	Starting With	Phone Number	Email
Olinda D'Costa	A, J, O, W	416-395-9800	<a href="mailto:olinda.d'costa@tdsb.on.ca">olinda.d'costa@tdsb.on.ca</a>
Vacant	B, I, N, V	416-395-9642	<a href="mailto:payrollassistance@tdsb.on.ca">payrollassistance@tdsb.on.ca</a>
Kathy Nanos	C, F, Ro to Rz	416-395-9643	<a href="mailto:kathy.nanos@tdsb.on.ca">kathy.nanos@tdsb.on.ca</a>
Mary Ruth Mandia	D, P, X, U, Y	416-395-9652	<a href="mailto:maryruth.mandia@tdsb.on.ca">maryruth.mandia@tdsb.on.ca</a>
Rianne Johnson	E, H, K, Q	416-395-8532	<a href="mailto:rienne.johnson@tdsb.on.ca">rienne.johnson@tdsb.on.ca</a>
Matthew Botts	M, Ra to Ri	416-395-9655	<a href="mailto:matthew.botts@tdsb.on.ca">matthew.botts@tdsb.on.ca</a>
Vacant	S, To to Tz, Z	416-395-9642	<a href="mailto:payrollassistance@tdsb.on.ca">payrollassistance@tdsb.on.ca</a>
Ranjan Parmar	G, L, Ta to Tm	416-395-9645	<a href="mailto:ranjan.parmar@tdsb.on.ca">ranjan.parmar@tdsb.on.ca</a>

## BENEFIT/PENSION ADMINISTRATION

B/P Assistant	Surnames Starting With	Phone Number	Email Address
Berta Luongo	A , H, Zab-Zie	416-395-9803	<a href="mailto:berta.luongo@tdsb.on.ca">berta.luongo@tdsb.on.ca</a>
Sophia Xia	P, V, T	416-395-3935	<a href="mailto:sophia.xia@tdsb.on.ca">sophia.xia@tdsb.on.ca</a>
Carmen Hong	K, R, X, Zig-Zyw	416-397-3650	<a href="mailto:carmen.hong@tdsb.on.ca">carmen.hong@tdsb.on.ca</a>
Cheryl Goldman	C, O, N	416-395-9805	<a href="mailto:cheryl.goldman@tdsb.on.ca">cheryl.goldman@tdsb.on.ca</a>
Maki Serita	D, I, L	416-395-8311	<a href="mailto:maki.serita@tdsb.on.ca">maki.serita@tdsb.on.ca</a>
Alana Aaron-Charles	M, Q, U, Wa-Walk	416-395-8136	<a href="mailto:alana.aaron-charles@tdsb.on.ca">alana.aaron-charles@tdsb.on.ca</a>
Sukanya Tharmalingam	B, J, E	416-395-4911	<a href="mailto:sukanya.tharmalingam@tdsb.on.ca">sukanya.tharmalingam@tdsb.on.ca</a>
Mary Wong	S, Y	416-395-8318	<a href="mailto:mary.wong@tdsb.on.ca">mary.wong@tdsb.on.ca</a>
Jin Jeon	F, G, Wall-Wyse	416-395-9644	<a href="mailto:jin.jeon@tdsb.on.ca">jin.jeon@tdsb.on.ca</a>

# 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.

Go to the QECO website for additional information.

<https://qeco.ca/>

## DOCUMENTS REQUIRED TO ESTABLISH SALARY DURING AN LTO

**Correct Placement on the LTO salary grid requires:**

Your most current rating statement and rating statement covering letter  
Recognized teaching experience

**If you do not have an up-to-date QECO, or proof of recognized teaching experience, you need to:**

**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 13](#) for contact information

## 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](mailto:sandra.snooks@tdsb.on.ca) 416-397-3249

Occasional Teachers with the last name (A - L)

**Terri Delaney** [terri.delaney@tdsb.on.ca](mailto:terri.delaney@tdsb.on.ca) 416-397-3007

Occasional Teachers with the last name (M-Z)

### What is needed to apply to an LTO posting:

1. The completed LTO application form.
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.

## 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 your documentation you will not receive the increase in pay for that time period.

### From the Collective Agreement

12.5.o. 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 as-



## Your Role as an OT

1. -Arrive 15 mins before the start time of your job! Complete the Mobile App health self-assessment form. Confirm job information.
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 (safe arrival attendance procedure).
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!
9. 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

## Marketing Yourself

School admin staff see and hear from many people a day and 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, 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 main office immediately. and ensuring that any necessary reports are completed.

For staff injuries refer to [Appendix A](#).

## PD Days, On-Calls, 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 shortage of daily coverage that was caused by COVID 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) are maintained, they have leaned heavily on the 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 there being no language in the CA for limits for LTOs.

### LTO Rollover

On the 10th day of doing the timetable of one teacher, the job becomes an LTO. Pay is retro to the start of the assignment. This should be automatic, but it is a good idea for the member to check with the admin to ensure their status is updated. The difference in pay may not show up for two or three pay cycles. During the 2021-2022 school year, it was taking up to 4 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. Daily OTs have NO sick days.

### 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.o** 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.

## 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

Some common sense approaches when working with students.

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.
8. Do not offer students rides in your private vehicle in contravention of the Board's transportation protocols.
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 even 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 referrals, 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 have 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. 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
3. Student's behaviour escalating? Remember that ALL behaviours are just communication, what is this student trying to say? 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. Do not raise your voice. Call the office
4. Student wants to leave early? Call office and a school based safety monitor will come and escort them to the office to sign out.
5. No lesson plans? Improvise!

# 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 meaningful 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](http://www.tdsb.on.ca) at [www.tdsb.on.ca](http://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 its members many Professional Development opportunities which can be found on the OSSTF website [www.osstf.on.ca](http://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

## Preparing for your Job COVID –Edition

MOE and TDSB COVID restrictions for the 2022-2023 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 when preparing:*

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-- minimise 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

## What is a LTO?

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 a for 10 days straight for the same role/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 interview required anymore for this).

### 2. Posted LTOs

When a school knows that a teacher will be absent for a least 10 days or more– months or the full year, the school will post (advertise) for the position. Posted LTOs require an interview.

## 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 paid back.

## Where can I find LTO jobs?

- [TDSB Staff Site](#)
- 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 can come two weeks later (esp right now)
- You have 24-48 hours notice (sometimes less) about interviews.
- Sometimes email notice, sometimes notified through a call to offer you an interview.
- 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.

## More Application Info

- Job postings usually close Fridays, calls for interviews usually go out the following week, but sometimes can come two weeks later (esp. right now)
- You have 24-48 hours notice (sometimes less) about interviews.
- Sometimes email notice, sometimes notified through a call to offer you an interview.
- 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 Posted Long Term Occasional Teaching Assignments

Please ensure you visit the Long Term Occasional job posting website for information regarding:

- LTO Postings for the School Year
- Eligibility for Long Term Occasional Teaching List
- Eligibility for Permanent Positions LTO Evaluation Documents
- LTO Posting and Seniority List Information

LTO job postings are available online and posted for five business days. All TDSB Occasional Teachers holding the required qualifications may apply for advertised Long Term Occasional Teaching Assignments. Interview eligibility and recommendations are subject to Regulation 274 Hiring Practices.

LTO job postings and the required application form(s):

- Go to the TDSB website [www.tdsb.on.ca](http://www.tdsb.on.ca)
- Select **Staff** and then proceed to login (see page 19 for login instructions)
- Once in, select **Employee Services**
- Click on the **Job Postings** link on the left
- Then click on **Long Term Occasional**

You may select and sort job postings by panel, all zones, or by individual zones. To look at an individual posting for more detail, you need to click on the **Job Titles** highlighted in green.

Completed application packages must be sent to the school principal for each LTO job posting. Refer to job posting for submission details.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.

### LTOs and the Dispatch System:

School Shall	Occasional Teachers Shall
<ul style="list-style-type: none"> <li>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.</li> <li>If you are creating jobs in SFE for an absent teacher on sick leave, and the <b>teacher is then put “on leave”,</b></li> </ul>	
<p><b>all future dated jobs will be cancelled in SFE.</b> 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.</p>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>
	<ul style="list-style-type: none"> <li>If you have been hired as a half time LTO, you will need to <b>block yourself</b> off by adding unavailability dates in SFE.</li> <li>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.</li> <li>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).</li> <li>Unavailability dates will need to be done on a weekly basis.</li> </ul>
	<ul style="list-style-type: none"> <li>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.</li> </ul>

## 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  $\frac{1}{194}$  of a year of credit, rounded to the nearest  $\frac{1}{10}$  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)*

## 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. As a result, I would refer you to the Secondary Recruitment office at the Board. You will find a list of their contact info at the end of this email.

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](mailto: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](mailto:carla.alves@tdsb.on.ca)

#### **Rosanthy Raja,**

Recruitment Assistant  
 Recruitment Process  
 416 397-3937 [rosanthy.raja@tdsb.on.ca](mailto:rosanthy.raja@tdsb.on.ca)

#### **Maria Floros,**

Recruitment Assistant (acting)  
 Application Process  
 416 393-8092 [maria.floros@tdsb.on.ca](mailto:maria.floros@tdsb.on.ca)



## 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 the Ontario 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.

# 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](mailto: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 : 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 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.

## Ontario College of Teachers Information

**Teachers must be members in good standing of the Ontario College of Teachers in order 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 April 15** of each year. Fees cover the period from January 1 to December 31. The College usually mails a reminder to you.

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:

Website Online at [www.oct.ca](http://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 Provincial Office at:

60 Mobile Drive  
Toronto ON M4A 2P3  
Telephone: [416-751-8300](tel:416-751-8300)

Toll-free: [1-800-267-7867](tel:1-800-267-7867)

Fax: [416-751-3394](tel:416-751-3394)

# Maternity Leave

## General information

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

You have the choice of 12 month or 18 month leave. You can change your leave 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](http://www.otbud12.com/media/Occasional-Teaching-Leave-Request-Form-(Revised-August-2020).pdf)

In order 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 requirements 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 49 of the OTBU D12 Collective Agreement 2020-2022. Available on the OTBU D12 website <http://www.otbud12.com/>

# Sick Days for OTs and LTOs

## For Daily OTs

Daily OTs do not receive sick days.

## 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.

*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."

The sick days you accumulate over first semester are carried over to any LTOs you have for the rest of the school year, whether they are at the same school or not. Your sick days will *not* carry over to the next school year. I hope that helps! There is no

There is no 'pay-out' for unused sick days.

**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. After speaking to my exec, it seems the IDEL is the way to go.

# Professional Development Days for OTs and LTOs

## OTs

PD days for daily OTs are unpaid. Twice a year, in November and February, the OTBU organizes PPD events. This is voluntary.

## LTOs

As long as the member has been in an LTO assignment for at least 10 days they are paid for the PD/ day provided they are present for the activity. This is compulsory to LTOs.

# On-Calls

## OTs

Daily OTs can be assigned full period on calls. There is no upper limit on the number per year.

## LTOs.

In our Collective Agreement 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.*

# ALTOs

## Assigned Long Term Occasional

The OTBU for years has proposed that the TDSB have some OTs assigned to one or two schools to be their daily OTs. During 2021-2022 due to COVID there was a shortage of OTs . The vacancy rate was at record levels and some schools in the geographic edges of the TDSB, with a smaller pool of available OTs , had severe shortages. In the second semester the TDSB ran a pilot program testing the feasibility of an initiative called ALTO ( Assigned Long Term Occasional) where a daily OT was assigned to one or two schools but treated as an LTO placement. This initiative began in the second semester. Whether the ALTO program will continue into the 2022-2023 years has yet to be decided.

### **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.

Anyone who is placed into an ALTO Teaching position will be paid as a Long Term Occasional Teacher (month to month assignment that may end earlier but not later than June 30, 2022), and will receive all of the entitlements of a Long Term Occasional Teacher. ALTO placements are done so without an interview.



# SmartFindExpress

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](mailto:DispatchSupportStaff@tdsb.on.ca)

Please access SmartFindExpress online via the following link:

<https://tdsb.eschoolsolutions.com/logOnInitAction.do>

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](#)

## SmartFindExpress (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

[SFE Occasional Teacher Profile](#)

## 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

# 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.

**tdsb**  
Toronto District School Board

Copy this link to your favorites:  
<https://tdsb.eschoolsolutions.com>

**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 Option 2

**Support Staff Dispatch Help Desk**  
416-338-4747 Option 3

[Hours of Operation](#)

Unified Talent  
**SmartFind Express**

User ID

Password

**Submit**

[Trouble signing in?](#)

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](#)

## **FREQUENTLY ASKED QUESTIONS**

### **What is the importance of a job number?**

The job number links your assignment 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 take the job number with you to the school.

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

Once the job has started – e.g. 8:30 a.m., you can only review your job on the SFE website, not on the phone.

### **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 the voicemail. The later you cancel, the harder it is for SFE to find a replacement. Please avoid cancelling assignments where possible to ensure stability and service for our students.

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

Contact the SFE Help Desk at 416 338 4747 Ext. 3

### **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 could be called about your job being cancelled or a future job/cancellation. A new job offer is an indication that the job you previously accepted has been cancelled.

### **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.

As a courtesy, please call the school when you are cancelling an assigned job.

In order for the current job to be extended, you must cancel the previously accepted job as soon as possible.

### **What should I do if I receive a late call?**

The TDSB has an obligation to make every effort to have a fully qualified replacement in every classroom. The Dispatch System will continue to call for a replacement even when the students have already entered the class. However, if you are considering accepting a late call, you should be ready to leave as soon as you hang up the phone, and arrive no later than 1 hour from accepting the assignment. Call the school to let them know you accepted a late call and inform of expected time of arrival.

### **What time should I arrive at the school?**

You should arrive no later than 15 minutes prior to the start of the time of the SFE job. You should always consider distance and travel time. For example, if you live in Pickering and the job is in the West part of TDSB, 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 them you are on your way and you will be late.

### **How do I find out where a school is located?**

Access the “[find your school](#)” page on the TDSB website at  
<[www.tdsb.on.ca/findyour/school/byaddress.aspx](http://www.tdsb.on.ca/findyour/school/byaddress.aspx)>

If you are unsure of the directions to the school – you can visit some great online resources listed below for direction, such as [Google Maps](#) - <<http://maps.google.com>>.

### **Can I decline 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 replacement staff maintaining the continuity and excellence of the learning process.

### **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.

### **Will I be able to hear or view future jobs that are available for me to accept?**

Yes, after 12 noon each day you will hear or view jobs for which you have been specifically requested. If you are the next person in the queue, you will hear or view 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 quadrants you have indicated.

### **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 replacement employee.

### **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.

Other employees may be logged on at the same time and hear the same options and could accept one of those jobs.

### **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.

We discourage you from using SFE on the web during callout times.

### **Can schools request me?**

Schools 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 replacement employee. When you receive a call for a job under this circumstance, either accept or decline the job immediately.

You must only accept jobs for the position(s) for which you are approved to work in by Employee Services.

**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 work at the school or in that quadrant?**

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.

**What happens when I am successful for an acting or term assignment but have committed to future dated jobs at a different school?**

You need to cancel out of all jobs that you accepted prior to getting the acting/ term assignment; and then make yourself unavailable for the duration of the assignment so that you do not receive calls from SFE.

**How do I change my availability or schedule?**

You need to make yourself unavailable in 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. If 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.

If you will be unavailable for greater than a few weeks, and particularly if it’s related to illness or injury, please contact the Support Staff Recruitment Office: [sup-  
portstaff.recruitment@tdsb.on.ca](mailto:supportstaff.recruitment@tdsb.on.ca) so that we can advise you of our process.

## SFE BEST PRACTICES

Review the [SmartFindExpress Home Page](#) frequently for important information here:

<<https://tdsb.eschoolsolutions.com/logOnAction.do>>

1. If you know that you will not be available to work on a particular day, please make yourself Unavailable in SFE so the system will not waste time calling you for jobs. That will free up the system for your colleagues. Otherwise, the SFE system will continue to call you instead of calling other Replacement Staff. You must modify your Unavailability in SFE, see instructions:
2. Set up a “DO NOT CALL” time for that day
3. 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
4. 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.
5. It is important that your Schedule is set up so that the SFE system knows when to phone you. 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.
6. Always ensure that your call back number is correct. To change your call back number refer to the Quick Reference Card (QRC) on the HELP menu within SFE, item number 3.
7. Do not engage the SFE phone line for long periods of time as this may prevent school administrators and staff calling in to report absences. You could miss an important job offer.

9. 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.
10. The best time to search for jobs on the web is after 12:00 noon, to see future jobs.
11. Use measured search parameters – i.e. search for jobs by week at a time instead of a month.
12. Be very careful when you are reviewing your jobs. Follow the prompts carefully so that you do not cancel your job in error.
13. Always press option 9 when you are exiting the dispatch system, to ensure that you end the call.
14. You should review your future bookings regularly to confirm that pre-booked jobs are still in SFE Be available to accept work regular, particularly on Mondays and Fridays.
15. Do not cancel jobs with little notice. If you must cancel a job at short notice, be sure to advise the school by phone as soon as possible.
16. Include only your TDSB email address in your SFE profile; do not use your personal email address.



## 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 SmartFind Web indicating that you are requested. Should you need to decline, click the job, and at the bottom 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 period).

## 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.

## 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](http://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](mailto: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:
  4. 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.
  5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. The best time to search for jobs on the web is after 12:00 noon, to see future jobs.
12. Use measured search parameters – i.e. search job by week at a time instead of a month.

13. Be very careful when you are reviewing your jobs. Follow the prompts carefully so that you do not cancel your job in error.
14. Always press option 9 when you are exiting the dispatch system, to ensure that you end the call.
15. You should review your future bookings regularly to confirm that pre-booked jobs are still in SFE.
16. Do not cancel jobs at last minute.
17. 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](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 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

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

## Secondary Occasional Teacher Forms

All forms are available on the TDSB [website](http://tdsbweb.tdsb.on.ca/employee_services/Forms/Occasional-Teaching).

[http://tdsbweb.tdsb.on.ca/employee\\_services/Forms/Occasional-Teaching](http://tdsbweb.tdsb.on.ca/employee_services/Forms/Occasional-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
- Ontario Teachers' Pension Plan board - Exemption Form for Occasional Teachers
- Working in Education After Retirement

### Health and Safety

[http://tdsbweb.tdsb.on.ca/es\\_health\\_safety/OH-S-Reporting-Forms](http://tdsbweb.tdsb.on.ca/es_health_safety/OH-S-Reporting-Forms)

#### Employee's Report of Accident/Injury (ERA)

- 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. Paper copies only.

#### Employee's Report of a Workplace Violent Incident (ERWVI)

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. ONLINE ONLY.



## Health and Safety Concern/Near Miss Incident Form

- This document is completed by a worker if they have a concern. A concern is defined as "a potential or existing hazard which presents risk to the health or safety of individuals in the work-place."

Any questions regarding this form should be directed to Occupational Health & Safety at 416-397-3210. Paper copies only.

More information can be found on the OTBU D12 website. Click [HERE](#).

## **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 expert, Todd Prescott .
4. Remember: a worker rep **MUST** be present when the employer is investigating the situation.

## **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

## 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 supervisor to whom Occasional Teachers report an injury is the school Principal.**

**THE DAY OF INJURY:****ALL WORKPLACE INJURIES MUST BE REPORTED TO THE DISABILITY ADMINISTRATION OFFICE**

1. **Immediately** advise your Supervisor of your injury. Your Supervisor is the person responsible for recording 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 on the TDSB Intranet – see Contact List for instructions.  
If form is not available, call the Disability Claim Administration Office and a form will be faxed to you.
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. Ensure 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 Supervisor and advise him/her of your absence.
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:**

- 9) 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).
- 10) Keep the Form 7 for your records.

- 11) 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.

## 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 online (<https://tdsb.visdatec.com/ERWVI/default.cfm?ilink=1>)

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>.

If your immediate Supervisor is not the Principal/Site Supervisor where the incident occurred, the incident **MUST** be reported to both individuals so that a joint investigation can be conducted.

**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.



**Employee Services • Secondary Teaching  
Office • Occasional Teaching**

5050 Yonge Street • 2<sup>nd</sup> 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](http://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

### 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

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 your profile revisions in writing to:

**Employee Services – Occasional Teaching**  
5050 Yonge Street, 2<sup>nd</sup> Floor, Toronto, Ontario, M2N 5N8  
Fax: (416)397-3484  
Email: [dispatchteaching@tdsb.on.ca](mailto: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](http://mytdsb.on.ca)
2. Login with your Employee number and password
3. Go to Employee Services > Forms > Occasional Teaching
4. Click on Change in Salary – Online Letter of Intent
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 currently in a Long Term Occasional position

**Main**

\* Please provide your first and last name:

\* Please provide your Toronto District School Board employee number.  
Please note: If you provide an incorrect employee number, the Occasional Teaching Department will be unable to process your submission.

**Only numbers may be entered in this field.**

\* 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): \*

Check any that apply

QECO Rating Statement; or

OSSTF Rating Statement; or

Teaching Experience

\*Elementary Collective Agreement Clause 10.5.0  
\*Secondary Collective Agreement Clause 12.6.0

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.

Salary changes based on the above documentation will be applied retroactively to the start date of my Long Term Occasional Assignment if this letter of intent is received during the life of my Long Term Assignment.

All supportive salary documents must be submitted no later than one (1) year from the start date of the LTO Assignment.

By clicking submit, you agree that the above information entered is correct.

\* Please provide your Toronto District School Board Outlook email address in order to receive a copy of your submission. Once you submit the form, you will get a summary of the submission. Please print a copy, and retain the verification email as proof for your records.



## APPENDIX G

## OCCASIONAL TEACHER Notification of Change

**Employee Services • Secondary Teaching Office  
Occasional Teaching**

5050 Yonge Street • 2<sup>nd</sup> 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](mailto: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: \_\_\_\_\_



Using Adobe, please complete and click the submit button in order to submit this form and supporting documentation for review.

## LEAVE REQUEST FORM OCCASIONAL TEACHING STAFF

Revised January 2022

**Submit Form For Review**

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)		

<input type="checkbox"/> Elementary Occasional Teacher	<input type="checkbox"/> Secondary Occasional Teacher
--	---

<input type="checkbox"/> Pregnancy / Parental Leave <i>(Medical Note to be provided with Leave Request Form in order for Leave to be approved)</i>	<input type="checkbox"/> Medical Leave <i>(Medical Note to be provided with Leave Request Form in order for Leave to be approved)</i>	<input type="checkbox"/> Personal Leave <i>(ELE: requests for full school year must be submitted by April 1 of the previous year)</i>
<input type="checkbox"/> WSIB	<input type="checkbox"/> Retired Teacher – Completed 50 Days	
<input type="checkbox"/> Family Medical Leave <i>(Unpaid while in LTO) (please provide supporting documents)</i>	<input type="checkbox"/> Critically Ill Child Care Leave <i>(Unpaid while in LTO) (please provide supporting documents)</i>	

SPECIAL CIRCUMSTANCES COMMENT:

TEACHER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPROVAL & AUTHORIZATION**

REMARKS:

SIGNATURE OF OFFICER, OCCASIONAL TEACHING : \_\_\_\_\_

DATE: \_\_\_\_\_

<input type="checkbox"/> LEAVE APPROVED	<input type="checkbox"/> Waive 25 Days for Current School Year (Elementary)	<input type="checkbox"/> Waive 20 Days for Current School Year (Secondary)
<input type="checkbox"/> LEAVE NOT APPROVED	<input type="checkbox"/> 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 **25 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**

Form found at: TDSB Staff Sign In-Employee Services-Forms-Occasional Teaching—Leave of Absence Form for OTs

**APPENDIX I**



**MISCELLANEOUS LEAVE REQUEST FORM  
LONG TERM OCCASIONAL (LTO)**

Revised March 2017

TO BE SUBMITTED BY A 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)				
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 Attending Graduation as per the Collective Agreement.

0	LTO Elementary	0	LTO Secondary
---	----------------	---	---------------

0	Religious Holy Day <i>(with deduction from Miscellaneous Leave Days)</i>	0	Writing Examination <i>(with deduction from Miscellaneous Leave Days)</i>	0	Attending Graduation <i>(with deduction from Miscellaneous Leave Days)</i>	0	Funeral Close Friend or Relative <i>(with deduction from Miscellaneous Leave Days)</i>
0	Jury Duty <i>(paid release without deduction) (Supportive Documents Required with Leave Request)</i>	0	Bereavement Leave <i>(up to 3 days Paid without deduction) (Supportive Documents Required with Leave Request)</i>	0	Personal (Unpaid)		

SPECIAL CIRCUMSTANCES COMMENT:

TEACHER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**APPROVAL & AUTHORIZATION**

REMARKS:

SIGNATURE OF SENIOR MANAGER OR DESIGNATE: \_\_\_\_\_ DATE: \_\_\_\_\_

0 LEAVE APPROVED :SFE REASON CODE :	0 LEAVE NOT APPROVED
0 LEAVE APPROVED WITHOUT PAY : SFE REASON CODE :	

COMPLETED FORM TO:

OCCASIONAL TEACHING OFFICE – FAX (416) 397-3484

Mail to: 5050 Yonge Street, Toronto, Ontario - M2N5N8 - 2<sup>nd</sup> Floor – Employee Services - Occasional Teaching Office

- CC:**  
 Teacher  
 Personnel File

## HEALTH AND SAFETY

### CONCERN/NEAR MISS INCIDENT FORM INSTRUCTIONS

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 employees are encouraged to bring to the attention of their immediate supervisor, either directly or through their union representative, 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).

The worker will complete the Form, describing the Concern/Near Miss Incident, its background, and suggestions for resolution. The worker will retain a copy of the Form and then submit the Form to his/her immediate Supervisor.

The Supervisor shall respond to the Concern/Near Miss Incident, including the action taken, as indicated on the form within 5 days of receipt of the Concern/Near Miss Incident Form. Copies of the Form, including the response, are to be immediately forwarded by the Supervisor to the Health & Safety Office at **17 Fairmeadow Ave, Suite 203**.

If, five days after submitting this Concern/Near Miss Incident Form, the worker has not received a response from the Supervisor, the worker will send, either by e-mail to [OccupHealth\\_Safety@tdsb.on.ca](mailto:OccupHealth_Safety@tdsb.on.ca) or by fax 416-397-3215, a copy of the Form to the appropriate union/federation JHSC member as listed on the site's Health and Safety Bulletin Board. The mailing address for all Joint Health & Safety Committee members is **17 Fairmeadow Ave, Suite 205**.

Following consultation with the Regional Health & Safety Officer, a designated member of JHSC may investigate Concerns/Near Miss Incidents to ensure that the requirements of the OH&S Act and Regulations are carried out.



## HEALTH AND SAFETY CONCERN/NEAR MISS INCIDENT FORM

### APPENDIX J

CONCERN  
 NEAR MISS

#### Instructions are on the following page

<b>Worker's Name:</b>	Work Site:
<b>Worker's Union Affiliation:</b>	Supervisor's Name:
<b>DATE</b> this form was submitted to the Supervisor:	

### ***The Worker's Concern***

Describe the Concern/Near Miss Incident, its background and suggestions for resolution. Retain a copy of this page before submitting to the Supervisor.

Attach additional pages as needed.

### ***The Supervisor's Response***

**Date** the Concern/Near Miss Incident Form was received by the Supervisor:

The Supervisor shall respond with action taken in the space below within 5 business days of receipt of this Form. Copies of this completed form, including the response, are to be forwarded immediately to the Health and Safety Office either by email to [OccupHealth\\_Safety@tdsb.on.ca](mailto:OccupHealth_Safety@tdsb.on.ca) or by fax 416-397-3215.

Attach additional pages as needed.

**Date** of Supervisor's response: Supervisor's signature:

**Date** of receipt of response by worker:



## 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.

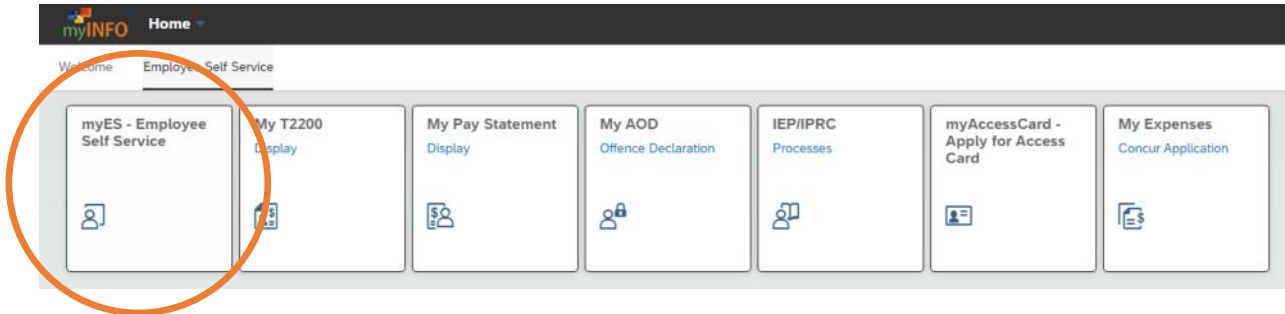


## APPENDIX G

### **Change of: Address, Banking Information, Contact information, Emergency Contact.**

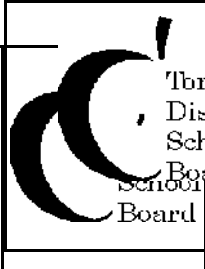
All of this information is to be up-dated by you on the TDSB myINFO site.

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.

 <p>Toronto District School Board</p>	<p style="text-align: right;">APPENDIX G APPENDIX G</p> <p style="text-align: center;"><b>OCCASIONAL TEACHER Notification of Change of Status</b> Notification of Change</p>
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**Employee Services • Secondary Teaching Office**  
**Occasional Teaching**

5050 Yonge Street • 2<sup>nd</sup> 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](mailto: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](http://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 PR56

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 [PR6o8](#)

### **Employment Equity, Po29:**

The Board is committed to the development, implementation and maintenance of employment and promotional practices and procedures that result in and sustain a workforce that, at all levels, reflects, understands and respects a diverse population.

### **Equity Foundation, P.037 CUR:**

The Board is committed to ensuring that fairness, equity, and inclusion are essential principles of our school system and 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 the Human Rights Code by providing safe schools and workplaces that respect the rights of every individual. Every employee, trustee, parent and community member has the right to learn and work in an environment free of discrimination and harassment. Discrimination and harassment based on legislated prohibited grounds will not be tolerated.

### **Accessibility Standards for Customer Service, Po69:**

- 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 visitors.

**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 examples.)

- **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 expectations 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 in the next section*

# 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*

### **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 governing 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 communicate 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.

Go to the OCT website to access the full Advisories. These are severely abridged versions.

<https://oct.ca/resources/categories/professional-advisories>