

Memo #2

TO: Occasional Teachers
(Members of Toronto Occasional Teachers' Local of Ontario English Catholic Teachers Association)

FROM: Rory McGuckin, Superintendent of Education, Human Resources & Employee Relations

SUBJECT: Roster of Occasional Teachers

Please find attached the Roster of Occasional Teachers as of **March 7, 2014**. In compliance with the Education Act, Ontario Regulation 274/12 /Hiring Practices the attached Roster of Occasional Teachers has been determined as follows:

In order to establish the Roster of Occasional Teachers, the first step taken was the ranking of occasional teachers as defined by the Ontario Regulation 274/12 Hiring Practices:

Ranking of occasional teachers

1. For the purposes of this Regulation, occasional teachers of a board shall be ranked in accordance with the following rules:
 - (1) Ranking is based on a teacher's seniority as an occasional teacher.
 - (2) If two or more teachers have the same seniority, ranking among them shall be based on the number of full days of teaching in schools of the board.
 - (3) If two or more teachers have the same ranking under paragraph 2, ranking among them shall be based on the number of years of experience teaching.
 - (4) If two or more teachers have the same ranking in paragraph 3, ranking among them shall be determined by drawing lots, witnessed by the president of the teachers' bargaining unit or a person designated in writing by the president. O. Reg. 274/12, s.2

Roster of occasional teachers

- (1) A board shall organize its roster of occasional teachers in decreasing order based on the teachers' ranking under section 2 O. Reg. 274/12, s. 3 (1)
- (2) The board shall include in the roster the following information about each teacher:
 1. The teacher's name.
 2. The day the teacher was most recently placed on the roster
 3. A summary of the teacher's teaching experience O. Reg. 274/12, s. 3 (2).
- (3) The board shall post the roster on its website and shall ensure that the roster is updated regularly. O. Reg. 274/12, s.3 (3).

Please note the following:

1. In determining the Roster of Occasional teachers that all factors under items 1-4 under Ranking of Occasional teachers as stated above were taken into consideration;
2. The Roster of Occasional teachers will be available twice annually, by October 31, 2014 and by February 27, 2015;
3. You may access the Roster of Occasional teachers via the TCDSB intranet portal – link attached (be sure to use your Board e-mail account & password to access the list)
<http://intranet.tcdsb.org/Departments/HRServices/HumanResources/Pages/FormsLists.aspx>
- under Section – “**Occasional Teachers**”
4. The Roster of Occasional teachers will also be made available on the TOTL website
5. Inquiries related to the Roster of Occasional teachers may be e-mailed to:
OccasionalTeachers.Inquiries@tcdsb.org and/or totloecta@rogers.com