

Memo #3

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: Long Term Occasional Teachers List

This is to advise you that the Human Resources department is currently in the process of updating our long-term occasional teachers list according to the provisions of Ontario Regulation 274/12 Hiring Practices which states:

4. (1) Every board shall establish and maintain a long-term occasional teachers list O. Reg. 274/12, s. 4(1).

(2) An occasional teacher may apply to the board to be placed on the list and the board shall grant the teacher an interview if,

(a) **the teacher has been on the board's roster of occasional teachers for at least 10 months; and**

(b) **the teacher has taught as an occasional teacher in one or more schools of the board for at least 20 full days during a 10-month period that is within the five years immediately preceding the day the application is submitted. O. Reg. 274/12, s. 4 (3)**

(3) If the person or panel that conducts the interview recommends that the board place the teacher on the list, the board shall do so. O. Reg. 274/12, s. 4 (3).

The Human Resources department has developed interview teams and intends to conduct interview sessions on the following dates:

Date	Time	Location
Thursday July 3, 2014	9:00 am-4:00pm	TCDSB 80 Sheppard Avenue East, Catholic Education Centre
Friday July 4, 2014	9:00 am-4:00pm	TCDSB 80 Sheppard Avenue East, Catholic Education Centre
Saturday August 23, 2014	9:00 am-4:00pm	TCDSB 80 Sheppard Avenue East, Catholic Education Centre
Saturday September 6, 2014	9:00 am-4:00pm	TCDSB 80 Sheppard Avenue East, Catholic Education Centre

Occasional Teachers who are interested in being considered for an interview, and who meet the criteria as outlined in Regulation 274/12 referenced immediately above, are requested to send an e-mail to: OccasionalTeachers.Inquiries@tcdsb.org . In your e-mail please include your current contact phone numbers and an e-mail address where you can be reached. **Please note, for any communications sent to you by the Board, we will be using your Board e-mail address.**

Occasional Teachers who will be offered an interview will be contacted by the Human Resources Department confirming the date, time and location of the interview and any documents required to be presented on the day of the interview.

Inquiries related to the Long Term Occasional Teachers List may be directed to:

OccasionalTeachers.Inquiries@tcdsb.org or totloecta@rogers.com