



HUMAN RESOURCES DEPARTMENT

IMPORTANT INFORMATION FOR OCCASIONAL TEACHERS

PLEASE BE AWARE OF YOUR COLLECTIVE AGREEMENT UPDATES

TWENTY DAY MINIMUM REQUIRED FOR OCCASIONAL TEACHERS

- In order to remain on the Occasional Teacher Roster, you must work a minimum of 20 days in each school year. Days will be prorated only for occasional teachers hired after January 1. They will also be pro-rated for employees on medical and statutory leaves of absence. **(Article 7.08 (b)).**
- Please note, if you are unable to work for any reason, you must request a leave of absence **PRIOR** to your leave. If you are requesting a medical leave, your request must be accompanied by a doctor's note **PRIOR** to your leave.

SMARTFIND EXPRESS

- In order to determine how many days you have worked during the school year, you may access SmartFind and review your calendar. Please note, only jobs assigned by SmartFind will be included in your calendar. If the school contacted you for an assignment, it will not appear in your calendar. Your second option is to review your pay stub on a regular basis. Your pay stub can be viewed by accessing our ESS (Employee Self Service) web site located on the Board's Portal. Please note, it is the employee's responsibility to track the number of days worked.
- If you are not able to work for a day or for a period of time, that is less than 20 days, it is your responsibility to make yourself unavailable on SmartFind so the system does not call you. The system will then direct assignments to those occasional teachers who are available to work. **Article 7.14 (b)**
- When you accept an assignment, you should only be cancelling if there is an emergency. Cancelling an assignment for any other reason is not an acceptable practice and it adversely affects the time to find an alternate replacement. Effective September 1, 2016, the SMARTFIND system will only contact you for the schools and classifications you have noted on your SMARTFIND Profile.
- When you are awarded an LTO, you should make yourself unavailable on SMARTFIND while Human Resources has an opportunity to process your LTO. This will prevent the system from calling you when you are not available. **Note, the processing of your LTO assignment for pay and contract purposes will take approximately 2-3 weeks.**

LEAVE OF ABSENCE

- If you are not available to work for a period of 20 school days or more, you are required to request a leave of absence in writing to Mary Frijio of the Human Resources Department. **(Article 7.14 b)**

FIFTY DECLINES

- An Occasional Teacher who declines callouts for 50 days within an academic year will have their name removed from the Roster. Please note, it is the employee's responsibility to track the number of days declined. Details of what are considered a decline are available in your Collective Agreement under **Letter of Intent, Appendix F**.

QECO

- There is no affiliation between the Board and QECO. Therefore, it is the employee's responsibility to submit QECO category evaluations to the Human Resources Department for any salary adjustments.

SECONDARY SCHOOL HALF-DAY ASSIGNMENTS

As per Article 7.17 (e), when you are contacted for a half day assignment that extends beyond the mid-point of the instructional day, the occasional teacher will receive a full day's pay provided:

- (ii) Should the assignment extend beyond the mid-point of the instructional day, the Occasional Teacher will receive a full day's pay. The Occasional Teacher will be expected to remain at the school for the entire school day and perform duties assigned by the principal or designate
- (iii) For those assignments that begin prior to the mid-point of the instructional day, the Occasional Teacher will receive a full day's pay and will be expected to report to the school at the start of the instructional day and fulfil duties as assigned by the principal or designate.

FINANCIAL COMPENSATION

- An LTO is only considered an LTO if the assignment has been posted, interviews have been conducted and you were awarded the assignment. You are however entitled to financial compensation at the LTO rate once the assignment has officially ended.
- When you are in an assignment for a period of 14+ days, you are entitled to financial compensation at the LTO salary rate. **In order to claim this benefit, please email Mary Frijo, once the assignment has officially ended.** It will only be reviewed at that time and an adjustment will be processed if the request is received within 90 days of the assignment officially ending. Please note, the pay adjustment will be identified on your pay stub as "Misc. Earnings". (Article 13.05)

TRAVEL ALLOWANCE

Occasional Teachers are eligible for Travel Allowance when they are assigned to an Itinerant Teacher or if an Occasional Teacher is assigned to more than one school during the same school day. Travel Allowance Forms will not be reimbursed after a ninety-day period. The Travel Allowance Form can be found on the Board Portal under Departments, HR, Forms/Lists and the Occasional Teacher section. **Occasional Teachers are not entitled to mileage.**

PROCESSING PERIOD

Please note, that our normal processing time is 5-10 business days however this does not include peak periods such as September. Additional time would be required to process all requests during peak periods.

Enclosed are just some important highlights. We highly recommend you review your entire Collective Agreement to review Articles that may apply specifically to you and are available to answer any questions you may have.

LTOs

All Occasional Teachers employed by the TCDSB are eligible to apply for Round 3 LTOs via the LTO Platform. To be considered for Rounds 1 and 2, you must be on the LTO List.

If you require clarification, please feel free to contact:

Anna Arona, ext. 2326

For occasional teachers with the last name starting with **A to L**

Mary Bertolo, ext. 2777

For occasional teachers with the last name starting with **M-Z**

Mary Frijio, ext. 2730

Human Resources Supervisor
Occasional Teachers