

Occasional Teachers' Handbook



Information for Occasional Teachers

Revised: November 2017

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Office of the Director of Education
5050 Yonge Street, Toronto, Ontario M2N 5N8

Dear Occasional Teacher:

Welcome to the Toronto District School Board team.

By joining the TDSB, you are becoming a member of an accomplished group of educators and support staff who are dedicated to serving students and supporting them to achieve success. At the TDSB, students are our number one priority and each day more than 40,900 staff members work to build a positive learning environment and maintain our high standards.

Occasional teachers play a valuable and significant role in supporting classrooms and working directly with students. We are committed to education and you are an integral part of making this happen.

I encourage every individual who joins the TDSB team to learn more about the board and take on an active role in your school community. Remember that your Principal and Superintendent of Education are here to help and support you.

I wish you all the best for a successful year.

A handwritten signature in black ink, appearing to read "John Malloy".

John Malloy
Director of Education



Our Mission is to enable all our students to reach high levels of achievement and to acquire the knowledge, skills, and values to become responsible members of a democratic society

We Value:

- ✓ Each and every student
- ✓ A strong public education system
- ✓ A partnership of students, schools, family and community
- ✓ The uniqueness and diversity of our students and our community
- ✓ The commitment and skills of our staff
- ✓ Equity, innovation, accountability and accessibility
- ✓ Learning environments that are safe, nurturing, positive and respectful

Safe Schools Foundation Statement:

Part of the mission of the Toronto District School Board is to provide “learning environments that are safe, nurturing, positive and respectful.”

- ✓ Learning environments must be peaceful and welcoming for all.
- ✓ They must be free of negative factors such as abuse, bullying, discrimination, intimidation, hateful words and deeds and physical violence in any form.
- ✓ They must also clearly demonstrate respect for human rights and social justice and promote the values needed to develop responsible members of a democratic society.
- ✓ To assist parents and guardians in ensuring their children’s safety, the Board requires each school to develop a Safe Arrival Program.
- ✓ Our Safe Schools Policy has clear expectations for all students, parents and staff, which will be communicated on a regular ongoing basis.
- ✓ Each school has a safe school committee responsible for developing a code of behaviour and a safe school plan.



ETFO-Toronto Occasional Teachers Local
17 Fairmeadow Avenue, Suite 209
Toronto, ON. M4P 2P6
Phone: 416-227-1866
www.etfo-torots.org

Hello TDSB Elementary Teacher Colleagues,

On behalf of your elected Local Executive team I want to welcome you to the 2017-18 school year in the TDSB.

As an elementary teacher, YOU are a member of ETFO, the Elementary Teachers Federation of Ontario. As an elementary Occasional Teacher working for the TDSB YOU are a member of ETFO – Toronto Occasional Teachers' Local. We are the union local that represents YOU every day YOU work as an elementary Occasional Teacher. When YOU go to work, YOU are working under the protection of a Collective Agreement. Please take the time to read your copy so YOU will be familiar with your rights and responsibilities. It is available on-line on the TDSBWeb and on your Local's website at www.etfo-torots.org.

If you are a new member to our Local, our Executive team will extend an email invitation to your TDSB email account shortly after your first pay period to join your Local for a New Members Welcome and Information Meeting. We will also ask you to please send us your non-TDSB email address so we can connect with you. If you have questions or concerns, please feel free to email your Local President anytime at robfulford@ica.net or email any of your Local's Vice-Presidents as well.

The Dispatch, our Local's Newsletter, is available on your Local's website with information on meetings, contract negotiations, member advisories, professional learning, social events and much more. We strongly encourage you to read The Dispatch so you will stay current on the issues most relevant to Elementary Occasional Teachers in the TDSB.

Our Local also holds three general membership meetings per school year as per your Local's Constitution. I also encourage you to review your Local's Constitution, which is available on your Local's website, so you can familiarize yourself with how your Local operates and works to assist its members in a variety of ways You may find some interesting ways to get involved with your union Local.

I hope you have a positive and rewarding school year in 2017-18 and that you will take the opportunity to participate in your Local's activities, network with other Occasional Teachers and stay informed from the updates from your Local Executive team.

Sincerely, Rob Fulford
President, ETFO-Toronto Occasional Teacher Local
[647-234-1774](tel:647-234-1774) (mobile)
[416-227-1866](tel:416-227-1866) (office)

Putting "YOU" in your Union

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

Website: www.otbud12.com

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 ninety 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.

Our newsletter, *The Call Out* is mailed to you several times a year. It contains important information about negotiations, member advisories, up-coming meetings, professional development opportunities and much more. We also maintain a website, 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 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

If you wish to join the over 1000 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

Federation,


Linda Bartram

President, OSSTF District 12 OTBU



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.ca. 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 SCH:](#)**

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, P051:](#)**

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 [PR697](#)
- Students With Special Needs: Management Process for Risk Injuries Behaviours [PR699](#)
- Threats to School Safety [PR695](#)

See [Appendix K](#) – *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.065 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, PR571:**

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, P045:**

The Board shall have zero tolerance in all of its learning environments for physical, sexual and emotional abuse and/or neglect of students. *Abuse and/or neglect* refers to any form of maltreatment contemplated in the *Child and Family Services Act* and includes but is not limited to, physical abuse, sexual abuse, emotional abuse, exposure to family violence or neglect.

Procedure:

- Operational Procedure [PR560](#)

▪ **Gender-based Violence, P071:**

To establish the Board’s commitment to eliminating gender-based violence in its schools. *Gender-based violence* is any aggressive action that threatens safety, causes physical, social or emotional harm and denigrates a person because of his or her gender identity, perceived gender, sexual identity, biological sex or sexual behaviour. Gender-based violence includes, but is not limited to the following:

- Sexual assault (perpetrator aged 12 years and over)
- Inappropriate, problematic and intrusive sexual behaviour (perpetrator under age 12 years)

- 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 constructions of sexual identity, sexual orientation, gender, perceived gender and sexual behaviour. This imbalance may manifest in multiple forms as aggressive and discriminatory behaviours and expressions of hatred.

Procedure:

- Sexual Misconduct by Students [PR608](#)

▪ **Employment Equity, P029:**

The Board is committed to the development, implementation and maintenance of employment and promotion policies, practices and procedures that result in and sustain a workforce that, at all levels, reflects, understands and responds to 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 Ontario Human Rights Code by providing safe schools and workplaces that respect the rights of every individual. Every student, 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, P069:**

To implement accessibility standards for customer service in accordance with O. Reg. 429/07, Accessibility Standards for customer Service, that will provide services to students, parents/guardians, the public and staff that are free of barriers and biases.

Procedure:

- Use of Service Animals by the General Public [PR604](#)
- Use of Support Persons by the General Public [PR605](#)
- Use of Assistive Devices by the General Public [PR606](#)

- **Respectful Learning and Working Environment, P073:**

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, P034:**

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, P048:**

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 [44-46](#) (procedure to report injury). See Appendix J – *Health and Safety Concern/Near Miss Incident Form*.

- **Workplace Violence Prevention, P072:**

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, click the link below to complete the online form: <http://tdsb.visdatec.com/workplaceViolenceReport.cfm?iLink=1>

▪ **[Transportation of Students, P020:](#)**

The Board is committed to the provision of safe and reliable transportation for resident students in accordance with the provisions of the Education Act and the administrative procedure section of this policy. The only means of transportation for eligible students is by school bus, the provision of TTC tickets or by taxi.

Procedure:

- Transportation of Students [PR504](#)
- TTC Tickets [PR668](#)

▪ **[Student Attendance and Safe Arrival, P.085:](#)**

To provide a process to ensure the safe arrival of elementary students

Procedure:

- Student Attendance and Safe Arrival Procedures (Elementary) [PR707A](#)
- Student Attendance and Safe Arrival Procedures (Elementary) [PR707B](#)

▪ **[Severe Weather: Schools and Administrative Offices, PR519:](#)**

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 BUS](#)

▪ **Excursions, P033:**

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 SCH](#)
- Bus Bookings for Field Trips PR.535

▪ **Anaphylaxis, PR563:**

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 L](#) – *Sabrina’s Law – Protecting Anaphylactic Students*

▪ **Homework, P036:**

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.590:**

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.613:**

To provide direction to staff and students on the issues of academic honesty, including cheating and plagiarism

▪ **Evaluation of Late and Missed Assignments, PR.614:**

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.615:**

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 EMP:**

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 BUS](#): Employee and Community Partners Conflict of Interest examples.)

- **Police Reference Checks, SR23:**

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.

EMPLOYEE SERVICES - OCCASIONAL TEACHING OFFICE DIRECTORY AND STAFF RESPONSIBILITIES

Employee Services Location:

5050 Yonge Street, 2nd Floor
Toronto, Ontario M2N 5N8

**Please note: All Occasional Teachers fall under Secondary Teaching*

Domenic Giorgi, Centrally Assigned Principal - Elementary, TDSB

{domenic.giorgi@tdsb.on.ca}.....**416-397-3358**

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

Alisa Cashore, Centrally Assigned Principal - Secondary, TDSB

{Alisa.Cashore@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}.....**416-397-3736**

Responsible for management of Automated Dispatch System (SmartFindExpress) and administration of collective agreements for Elementary and Secondary Occasional Teachers

Theresa Raine, Administrator - Occasional Teaching

{theresa.raine@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.

Xenia Facun, Assistant - Occasional Teaching

{xenia.facun@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.

John Paul Lombardi, Assistant - Occasional Teaching

{JohnPaul.Lombardi@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}**.....**416-397-3249**

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

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

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

Help Desk Automated Dispatch System (SmartFindExpress):

SmartFindExpress Help Desk Agents provide assistance to users of the system and are responsible for maintaining the database of the Board's automated Occasional Teacher dispatch system

Contact by Phone:

Hours of operation: Monday to Friday 7:30 a.m.–5:00 p.m. 416-338-4747
(option 2)

Contact by Email:

Please use our dispatch teaching email address:

dispatchteaching@tdsb.on.ca

- E-mail after hours
- Update profiles

Mailing address / Fax number:

Employee Services – Occasional Teaching
5050 Yonge Street, 2nd Floor, Toronto, Ontario, M2N 5N8
Fax: (416)397-3484

Access Occasional Teacher personnel file:

Email request to Sam Venneri at sam.venneri@tdsb.on.ca

*** Emails sent from TSDB Gmail accounts will ensure a quicker response.**

****NOTE: HELP DESK PERSONNEL DO NOT DISPATCH OCCASIONAL TEACHERS**

IMPORTANT TELEPHONE NUMBERS AND CONTACTS

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

ETFO Office Telephone.....	416-227-1866
Website.....	www.etfo-torots.org
Rob Fulford, President.....	robfulford@ica.net
Provincial Office Telephone.....	416-962-3836
Provincial Website.....	www.etfo.ca

O.S.S.T.F. District 12 Toronto Occasional Teachers' Bargaining Unit:

OTBU Office Telephone.....	416-423-3600
Email Address.....	otbu.office@d12.osstf.ca
Website.....	www.otbud12.com
Fax.....	416-981-3388
Linda Bartram, President.....	416-423-3600
Provincial Office Telephone.....	416-751-8300
Provincial Website.....	www.osstf.on.ca

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

<u>Ontario Teachers' Pension Plan Board</u>	416-226-2700
OTPP Website.....	www.otpp.com

Evaluation /Rating Statements:

Elementary Certification

Qualification Evaluation Council of Ontario (QECCO).....	416-323-1969
QECCO Website.....	www.qeco.on.ca

Secondary Certification

OSSTF Certification Department.....	416-751-8300
Toll Free.....	1-800-267-7277
OSSTF Certification Department Website.....	www.osstf.on.ca

Toronto District School Board:

Internet Site.....	www.tdsb.on.ca
Intranet Site.....	www.tdsb.on.ca , STAFF, login
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

PAYROLL/BENEFITS/PENSION

Supervisor: Wendy Lui.....416-395-8233
Administrator: Grant Thrasher.....416-395-9654
Fax.....416-395-2398

Payroll Inquiries (main reception).....416-395-9642

Payroll Assistants:

Olinda D'Costa (last names beginning with A, J, W).....416-395-9800
Cassandra Singh (last names beginning with B, I, V).....416-395-9646
Kathy Nanos (last names beginning with C, F).....416-395-9643
Imtithal Moubarak (last names beginning with E, O, Q, U, X, Y).....416-395-9645
Dianne Kruger (last names beginning with G, L).....416-395-9653
Nadine Ali (last names beginning with H, K).....416-395-8532
Mary Ruth Lorino (last names beginning with D, P).....416-395-9652
Mary Maclean (last names beginning with M).....416-395-9655
Carmela Adamo (last names beginning with N, R, T).....416-395-9699
Kim Lu (last names beginning with S, Z).....416-395-9649

Benefits Inquiries (main reception).....416-395-9642

Benefit/Pension Assistants:

Berta Luongo (last names beginning with A, Gf-Go, Mh-Mz).....416-395-9803
Cheryl Goldman (last names beginning with C, Roq-Rz, Y).....416-395-9805
Maki Serita (last names beginning with D, E, Hg-Hz, I, Reu-Ric).....416-395-8311
Mary Wong (last names beginning with F, S-Sg, W).....416-395-8318
Liz Goodall (last names beginning with J, L, Roc-Rop, V).....416-395-8136
Karen Swatogor (last names beginning with Ga-Ge, M-Mg, Q, R-Red, U).....416-397-3207
Chitra Prabakaran (last names beginning with Gr-Gy, N, P, Rid-Rob, X).....416-395-4360
Jin Jeon (last names beginning with Sh-Sz, Tn-Tz, Z).....416-395-9644
Carmen Hong (last names beginning with K, O, T-Tm, Ree-Ret).....416-397-3650
Arina Kazakova (last names beginning with B, Ha-He).....416-395-8305

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: 123 456 **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
- From TDSB applications such as myINFO.tdsb.on.ca, AW.tdsb.on.ca, Offence Declaration, etc.
- Or, the ServiceIT’s Password Manager Self Service Option on <https://serviceit.tdsb.on.ca>

Never Share Your Password!

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

Accessing the Board's Secure Website and Email from Home

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:

1. Go to www.tdsb.on.ca and click on the Staff link located at the top right of the page.
2. Read the "TDSB Staff Login Warning" page and click on **OK**
3. 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.)
4. 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
5. You may be asked to login again. If not, you will be presented with the "TDSB Web" page.

The TDSB email system: TDSB Gmail

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

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

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

You can access your account via:

1. The "Mail" tab in Academic Workspace aw.tdsb.on.ca
2. The "Tiles" menu in Google Drive _ Mail
3. Directly through the link <http://mail.google.com/a/tdsb.on.ca>

The email system is the property of the TDSB. Users of this system should consult with **Policy P088 (Acceptable Use of Information Technology Resources)** for more information.

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

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

AW – ACADEMIC WORKSPACE (TEACHER GUIDE)

The AW Teacher Guide is located in the AW Support Site: (<http://zweblms/keytoLearnStaff/AW/index.htm>)

Instructor Led Training:

From TDSBweb use the services drop down list to connect to **Key to Learn**

Select **SINGLE SIGN ON**.

1. Click on **Advanced** –located right under **Courses/Registration**
2. In the box labeled **Enter Course Keywords:** Type **AW**
3. Click the **Search** button
4. List of available courses will be displayed.

Key to Learn Tutorials

On the Key to Learn homepage, check out our **Tutorials** which provide you with online video demonstrations on How to Register for a Course, Launch an Online Course, Cancel a Course, and How to Use the Advanced Search function.

Other Collaborative Tools:

MySite

MySite is a secure, personal website where you can store documents, pictures, or anything electronic that you want to share with anyone across the TDSB, or just your colleagues. Think of it as a TDSB equivalent to other social networking sites on the internet, where you control who sees what. There are two aspects to this site: a **restricted view** of your resources and a **public view**, where you can share materials with others within the TDSB network. Students can have their own MySite. These sites can be activated by their school's administration.



Office Communications Services (OCS)

OCS gives you the ability to communicate and collaborate with others in different locations using instant messaging, voice or video calls, and desktop sharing. You can also use Live Meeting to edit files and collaborate on whiteboards with one or more colleagues. It also allows you to deliver presentations or to host a guest speaker for your staff or in your classroom. OCS provides presence indicators in AW and MySite.

Learn more about these tools online, by visiting the AW Support site, or, register on Key To Learn for an AW or OCS instructor led workshop.

Visit the AW Support Website:

<http://tdsbweb/AW>

Here you will find:

1. What can AW do for me?
2. AW Training
 - ▶ Role based instructor led training sessions to meet your school's needs
3. AW Support Site -Tutorials to help you with AW
 - ▶ Connect to AW
 - ▶ Create class and meta class sites
 - ▶ Create, mark and return student assignments
 - ▶ Use OCS instant messaging and video conferencing
4. AW Discussion Forum
 - ▶ Share ideas with other users via AW Forum
5. FAQs - Frequently Asked Questions

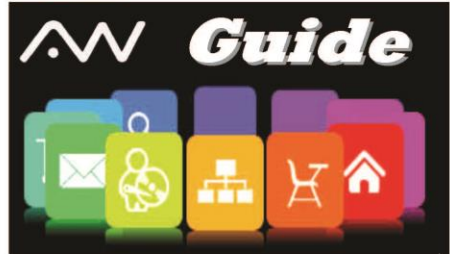
Important Reminders:

Logging Off Your Workstation:

When you are finished using the computer, it is important to log off the network. This is for security purposes so that others cannot access *your* AW, *your* e-mail or any of *your* other documents.

Everyone should always log in with their own employee number or student number and password. **Never share your password with anyone** or allow others, including students, to use your computer with your log in.

NOTE: Do not turn off the computer. Only Log off and turn your monitor off. This is important because it allows the computer to be updated automatically. This adheres to the current ICT policies and practices outlined in Project Standby.



Connecting from school:

From your desktop: Open the folder with your school's name and double click on the AW icon.

or <http://aw.tdsb.on.ca>

Connecting from home:

Staff: <http://mytdsb.on.ca>

Once logged on you can select AW from the resulting screen

Students: www.tdsb.on.ca

Click on "STUDENTS"

–found **on the top bar under the TDSB logo**
Then click on the "Student Login" link
(found on the right side)



Enterprise Help Desk

Your "One Stop Shop" for IT Technical Services

Phone: **416-395-HELP (4357)** Option 5

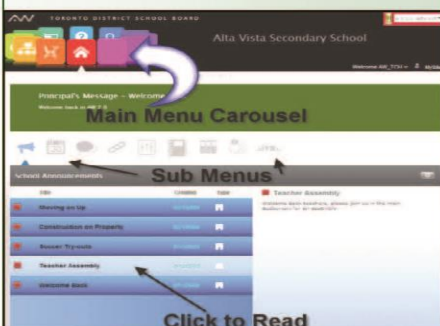
Email: enterprise.helpdesk@tdsb.on.ca

Webpage: <http://myehd>

What is AW?

Academic Workspace is a website that allows collaboration between students, teachers and school staff. It brings together a number of programs you use everyday – including email, instant messaging, file storage, shared workspaces and secure electronic assignment workflow – into one, convenient location.

AW extends the classroom into the home environment and beyond.



The School Site is your AW Home Page

Upon entering AW, your main menu is the group of rotating tiles found on the carousel which appears at the top left of the screen.



An icon driven submenu (shown above) displays additional functions within AW. To see the function of each icon you need to hover over them. Once a submenu icon is selected it will appear in blue.

Students will not see icons or menu items for functions that they don't have access to.

The Carousel Icons:



Home is the landing page when you first log into AW. Here you will find the Principal's message, school announcements, school calendar, school chat, school links, school resource bookings and school document resources.



My Classes displays your daily schedule. Select a day in the calendar to see what classes you are teaching. For students, when they select a day in the calendar, it displays their timetable for that day. If an AW website exists for the course the user can click on the class link. If no AW class exists, the teacher can create one from here with 2 mouse clicks.



My Sites displays all of the sites that you can access in AW. If the list is long it can be filtered to display according to your needs.



My Drive displays your current H (home) drive. Your home drive is where you should normally save the work you do when on TDSB network. **This view is read only.** You can open files from here but you cannot save files here. If you need to save files back and forth between home and school use your "My Site", personal document area.



Mail will take you to Outlook Web mail (OWA) You can also access your Webmail from TDSBweb, by using the Services drop down menu. From home, log onto MyTDSB.on.ca then click the Outlook icon.



Library takes you to your school's library site.



Help brings you to a site where you can find help for AW. This site contains step by step instructions and short videos on the usage of AW and its many functions.



Search allows you to search for items stored in AW including "My Sites".

My Classes / My Sites:

These sites contain web parts that can be customized by the teacher to suit their needs. The default template has: a teacher announcement area (just for your class), a calendar that displays the student assignments, class roster, assignment creation and marking area, class discussion and chat area, a place for links and resources, and an area to create sub sites—blogs, wikis and workspaces.

Wiki

A Wiki can be thought of as a combination of a Web site and a Word document. At its simplest, it can be read just like any other web site, but its real power lies in the fact that groups can collaboratively work on the content of the site using nothing but a standard web browser. The Wiki is an ideal tool for increasing collaborative work by both students and teachers. Students can use it to collaborate on a group report, compile data or share the results of their research, while faculty might use the wiki to collaboratively author the structure and curriculum of a course.

Blog

A blog is a website where regular entries on an ongoing basis can be written. Entries can be commentary, news, descriptions of events, graphics or video. Blogs come in all shapes and sizes. New information shows up at the top. Visitors can read what's new and/or they can comment or email. This is a great tool for online student journals.

Project Workspace

A project workspace is a website that allows the owner to add and customize many different areas within the workspace. This includes Announcements, Discussions, Document and Picture Libraries, Calendars, Contacts, Agendas, Links, Task Lists, and more. The owner can also customize the permission levels for different groups of people accessing the various parts of the site.

SmartFindExpress (SFE)

YOUR ACCESS TO WORK

Introduction

SFE (automated dispatch system) matches teacher's absences with available Occasional Teachers. Each teacher absence is assigned a job number which is directly linked to payroll, which allows the Board to pay the Occasional Teacher. **It is important for the Occasional Teacher to record every job number.**

SFE gives you the following options by telephone access ([See Appendix C](#)):

- 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
- Change your PIN or re-record your name

SFE gives you the following options by web access ([See Appendix D](#)):

- Update your schedule
- Review your classifications and locations
- Update your unavailable dates
- 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 will be asked to enter a CAPTCHA code. 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 right of the code.

SFE monitors and records all user activity.

Registration

First time users must register by **phone** in order to be activated. In order to register you must have your TDSB Employee Number available. In order for the system to call you for work, you must ensure you submit your profile as soon as possible.

SFE Resources

Additional resources (eg. Zone maps, etc) can be found via the TDSB web by clicking on Employee Services/Smartfind Express/Teachers/Occasional Teachers.

Frequently Asked Questions

1. What is the importance of a job number?

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

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

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

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

You may receive calls for subjects/grades you did not specify on your profile for the following reasons:

- You may be on a school's priority list and they wish to have you for any job in their school.
- SFE will search for a subject/grade qualified occasional teacher and if no subject/grade qualified occasional teacher is available you could be the next occasional teacher called. The decision whether or not you take these jobs is yours.

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

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

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

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

5. What happens when SFE calls me for a job and I already have a job booked for the same day?

SFE has not made a mistake; you will be called about your job cancellation. The new job offer is an indication that the job you previously accepted has been cancelled.

6. What happens if I already have a job for tomorrow and the school I'm at today asks me to stay?

Sometimes a situation may arise where a job may be extended. When a job is extended it may conflict with a previously accepted job. It is recommended for continuity of the student's program, that the Occasional Teacher remains in the current job if possible.

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

In order for the current job to be extended, the occasional teacher **must cancel** their previously accepted job as soon as possible.

7. What should I do if I receive a late call?

The Board has an obligation to make every effort to have a fully qualified teacher in every classroom. The Dispatch System will continue to call for an occasional teacher even when the students have already entered the class. However, if you are considering accepting a late call, you should be ready to leave as soon as you hang up the phone, and arrive no later than 1 hour from accepting the assignment.

8. What time should I arrive at the school?

You should arrive no later than 15 minutes prior to the start of the time specified on the job description. You should always consider distance and travel time. If you live in Pickering and the job is in Etobicoke, leave that job for someone who lives closer. The expectation is that you arrive within one hour of accepting the job. Call the school to inform you are on your way.

9. What are my responsibilities as an Occasional Teacher at the end of the day?

Please refer to the section in this handbook on the **Responsibilities of the Occasional Teacher**. ([see page 29](#))

Please do not call the Dispatch Help Desk for directions to school locations.

10. How do I find out where a school is located?

- Access TDSB website at www.tdsb.on.ca
- Look for the icon along the top of the page that says [“Find Your School”](#), and click on the icon, or click the following link: www.tdsb.on.ca/findyour/school/byaddress.aspx
- You will then be taken to a page that will give you options on how you would like to search for the school (by Map, Address or School Name)
- Click “Search by School name”
- Start typing the name of the school in the text field, or click on the letter that corresponds with the first letter of the school where you have accepted the job
- Once you click on the school name that you are looking for, you will be taken to a new page that will give you the exact address and school information – as well as a map that you can view to see the exact intersection

If you are unsure of the directions to the school – you can visit some great online resources listed below for direction

- <http://maps.google.com>
- <http://www.tdsb.on.ca/findyour/school/byaddress.aspx>

11. Can I turn down assignments?

Yes, however, in the morning if you decline five (5) jobs the system will stop calling you with job offers for that school day. There are no restrictions during the evening call out. The TDSB counts on occasional teachers in maintaining the continuity and excellence of the learning process.

Secondary Occasional Teachers: Please refer to clause 20.7.0 in your Secondary Occasional Teaching Collective Agreement as it relates to job refusals.

- 12. What happens if I (or an answering machine) hang up the phone without entering my Access ID and PIN number?**
The result of the call from SFE will be a “no answer”. During the morning call out, five (5) “no answers” will disqualify you from receiving further calls for jobs for that day.
- 13. What will I hear when I call SFE?**
You will hear an introduction “Welcome to the Toronto District School Board Dispatch System” asking you to “please enter your access ID followed by the * key” and then “please enter your PIN followed by the * key”. You then follow the voice prompts and choose options by pressing the keys on your phone (must be a touch-tone phone).
- 14. What is the sequence of the job call out?**
Specifically requested by school
School’s priority lists by subject/grade
School’s priority list (not by subject/grade)
Occasional Teacher’s priority schools/zones by qualified subject
Occasional Teacher’s priority schools/zones by willing to teach subject
Occasional Teacher’s priority schools/zones regardless of subject
- 15. Will I be able to hear future jobs that are available for me to accept?**
Yes, after 12 noon each day you will hear jobs for which you have been specifically requested. If you are the next person in the queue, you will hear jobs for which you are listed on priority lists and any other open jobs where you are next in the queue and for which you are qualified in the schools or zones you have indicated. Once SFE has exhausted the qualified pool, you will also hear jobs outside your area of qualification.
- 16. Will I be able to view future jobs for me to accept on the web?**
Yes, after 12 noon each day you will view jobs for which you have been specifically requested. If you are the next person in the queue, you will be able to view jobs, for which you are listed on priority lists/priority lists, and any other open job for which you are qualified in the schools or zones you have indicated.
- 17. What happens when I am listening to a job and I get a message “this job is being offered”?**
If you hear this message it is because SFE is in the process of offering the job to another Occasional Teacher.
- 18. Can I listen to what is available before making a choice?**
Yes, you may be presented with up to five (5) jobs per call-in. As you listen to each job, you can have it repeated. You can accept the job, decline the job or ask to hear another job. **Bear in mind that the job can be accepted by another Occasional Teacher and may disappear from your choices. If the job truly doesn’t interest you, decline it.**
- 19. What happens when I am searching for jobs on the web and I see a job with a message “In Call Out” mode?**
You are only able to view the job but not accept if the job is in “call out” mode. The message on the screen will say “This job is currently being offered to a substitute. You may retry later.” You can accept or decline a job only when “Details” is displayed on the screen.

20. Can schools request me?

If you are not restricted as a condition of employment, then yes, schools can specifically request you by one of two methods:

- They may personally contact you to be pre-booked. Once this is done the school should immediately enter the job in SFE to provide you with a job number; **or**
- The school may enter the job into SFE and specify you as the requested Occasional Teacher. When you receive a call for a job under this circumstance, **either accept or decline the job immediately.**

21. What happens if a school specifically requests me, or places me on their priority list, but I have not indicated on my profile that I am willing to teach at the school or in that zone?

Special requests and priority lists take precedence. You will be called for that school. If you do not want to be called for that school, you should call the school and ask them to take you off their priority list.

22. What happens when I accept an LTO and also have future occasional teaching jobs?

You need to cancel all occasional teaching jobs that you accepted prior to getting your LTO, and make yourself unavailable during the duration of the LTO assignment.

23. What happens when I have accepted an LTO assignment and I am still receiving calls for work from SFE?

- The school should be placing you in a job until your LTO assignment is processed in order to ensure that you are paid in a timely fashion as the Occasional Teacher.
- Once your LTO appointment has been processed you will be notified by email and must make yourself unavailable.

24. How do I block myself for a certain day of the week?

Refer to [Quick Reference Card \(QRC\)](#), option number 6

25. What do I do if I do not want to work for an extended period of time?

If you are planning to be unavailable for more than a three (3) week period, you need to complete an Occasional Teacher Leave Request Form ([See Appendix H](#)), also available on the TDSB Occasional Teachers website. You need to block yourself on SFE and make the following choice: “Do you wish to be called for future jobs?”

- ✓ If yes, SFE will continue to call you for jobs beyond your unavailable period
- ✓ 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.

26. What happens if I am searching for jobs on the web and the system is very slow?

The response time for occasional teachers shopping for jobs when they have a very large profile of classifications and schools/zones can be very slow at certain times of the day, it is suggested to search in portions of time; i.e. one week at a time as opposed to an entire month.

27. How do I view or make changes to my existing SFE profile?

[See Appendix E](#) – *Occasional Teacher Profile Information*

28. How do I advise the Board of a change to my personal information?

[See Appendix G](#) – *Occasional Teacher Notification of Change*

SFE BEST PRACTICES

- Review the SmartFind Express Home Page frequently for important information.
- If you know that you will not be available to work on a particular day, please block yourself on SFE so the system will not waste time calling you for jobs. That will free up the system for your Occasional Teacher colleagues.
- Simply turning off your cell phone **DOES NOT** make you unavailable. The system will continue to call your cell number, instead of phoning other Occasional Teachers. You must modify your unavailability on the system in the following way:
 - Call in before the call-out period. Enter your information and choose option 4 to review or modify a "do not call time". This can be set for up to 5 hours from the time you make this call.
 - If you forget to change your unavailability prior to the beginning of the call-out and the system calls you, press 2 to set a temporary "do not call time". This can be set for up to 5 hours from the time you receive this call.
- It is important that you have a schedule so SFE knows when to phone you. If you are unable to accept work for a period exceeding 3 consecutive weeks, please submit a complete Occasional Teaching Leave Form. If you know that you will not be available for daily work for a period less than 3 consecutive weeks, it is important that you adjust your SFE profile so you do not receive job offers. This can be done via the web or phone (see [Appendix C](#) and [Appendix D](#))
- Always ensure that your call back number is correct. To change your call back number refer to the [Quick Reference Card \(QRC\)](#), option number 3.
- Please do not phone in or use the web to search for jobs while the system is calling out.
 - SFE is in regular callout Monday to Friday daily from 6:00 a.m. to 10:00 a.m., Monday to Wednesday evenings from 6:00 p.m. to 10:00 p.m., Thursday evenings from 5:30 p.m. to 10:30 p.m., and Sunday evenings from 6:00 p.m. to 10:30 p.m.
- 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.
- The best time to call the system is after 4:15 p.m. and before the evening call out, or any time after the evening call out and before the morning call out time. You may also call in after 12:00 noon to hear future jobs.
- The best time to search for jobs on the web is after 12:00 noon, to see future jobs.
- Use measured search parameters – i.e. search job by week at a time instead of a month.
- Be very careful when you are reviewing your jobs. Follow the prompts carefully so that you do not cancel your job in error.
- Always press option 9 when you are exiting the dispatch system, to ensure that you end the call.
- You should review your future bookings regularly to confirm that pre-booked jobs are still in SFE.

- Be available to work on Mondays and Fridays and high holy days.
- Do not cancel jobs at last minute.
- If you must cancel a job at short notice, be sure to advise the school by phone as soon as possible.

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](#).

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....

- ✓ Keep the classroom door open, if possible.
- ✓ 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.
- ✓ Maintain your “personal space”. Don’t let students crowd around you or your desk.
- ✓ Do not spend time with students outside of your professional responsibilities. Participate only in school board endorsed activities with students.
- ✓ 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.
- ✓ Do not share phone numbers, email addresses or personal websites with students.
- ✓ Do not take photos of students, unless authorized by the Principal.
- ✓ Do not befriend students on any social media websites.
- ✓ Do not offer students rides in your private vehicle in contravention of the Board’s transportation protocols.
- ✓ Be extremely cautious about touching students. Unnecessary physical contact with students is fraught with professional risks.
- ✓ 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.
- ✓ 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.
- ✓ Be familiar with the school’s procedures governing student conduct, progressive discipline, office referrals, emergencies, and the like.
- ✓ Raising your voice is not an effective classroom management strategy.

Make these common sense strategies part of your daily routine.

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:

- Greeting students as they enter the classroom.
- 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).
- Using the attendance procedure to establish a rapport with the class.
- Using appropriate proximity and eye contact strategies.
- Presenting a positive attitude including respect for students.
- Delegating simple tasks to students.
- Getting students' attention quickly, and then waiting for them to listen actively to you before giving instructions.
- 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.
- Approaching students and situations in a problem-solving manner and positive tone of voice to avoid escalating a confrontational situation.
- Ensuring students are kept busy with constructive work related to their studies.
- Involving students in the lesson by encouraging active participation.
- Calling the school administration (Principal or Vice-Principal) before a difficult situation escalates into a crisis.
- 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

If you are unable to contact the office and require immediate assistance, send a student(s) to the office or to the nearest classroom

Evaluation of Classroom Teaching

The Principal or Vice-Principal may observe and assess you. Evaluations will be done in accordance with the appropriate 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 Elementary Long Term Occasional Teacher List and/or 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 as per Regulation 274.

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

- click on Staff
- Login
- click on Employee Services
- click on Forms
- click on Occasional Teaching
- Listed under the Elementary & Secondary Occasional Forms , you will be able to locate the below types of evaluations that are available:
 - **Long Term Occasional Teacher Evaluation Process and Form** (can be completed in or after the 4th month of the same LTO assignment)
 - **Elementary Teacher Evaluation Short Term** (less than 10 consecutive days) and Short Term Strategies
 - **Elementary Teacher Evaluation Long Term** (more than 10 consecutive days but less than 4 months) and Long Term Strategies
 - **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

The Toronto District School Board, the College of Teachers and the Teachers' Federations encourage Teachers to continue their professional development through a variety of opportunities, including additional qualification courses and Federation workshops. In addition, Occasional Teachers are encouraged to participate in other professional development opportunities available to TDSB employees through the TDSB website www.tdsb.on.ca.

- Staff
- Login
- Key to Learn
- Virtual Centre for Leadership

Occasional Teachers are encouraged to maintain a portfolio documenting their on-going professional development.

Since curricula are constantly being revised and developed, it is critical that Occasional Teachers remain current. Curriculum documents can be accessed on the Ministry of Education's website: www.edu.gov.on.ca

All Occasional Teachers are encouraged to visit the ETFO website – [On Line Conference – Survive and Thrive for beginning teachers](#).

Please contact your bargaining unit for further information.

Throughout the year [OSSTF](#) and [ETFO](#) offer workshops and professional development opportunities for their members.

ETFO:

Your ETFO-Toronto Occasional Teachers' Local offers its members access to many Professional Learning opportunities throughout the school year.

- The ETFO-Toronto Occasional Teachers' Local lists Professional Learning opportunities and events on its website, <http://www.etfo-torots.org> and in the Dispatch Newsletter.
- Active members are offered a Professional Learning rebate of up to \$150 per school year for eligible Professional Learning activities they undertake.
- The ETFO provincial organization website lists Conferences, Workshops and Courses. Go to <http://www.etfo.ca> for complete information.
- Summer Institutes – excellent programs offered throughout Ontario during the summer months
- ETFO offers Additional Qualification Courses that are developed by teachers for teachers and are accredited by the Ontario College of Teachers. Options include Face-to-face, Online or Blended courses. Go to <http://etfo-aq.ca/> for more information
- ETFO has created a website just for Occasional Teachers at www.etfo-ots.ca The site is divided into three main sections:
 - Advice for Occasional Teachers
 - Instructional Supports
 - Curriculum Resources

OSSTF:

OSSTF District 12 Toronto Occasional Teachers' Bargaining Unit offers its members a variety of PD workshops during the February PD day. Some topics of past workshops have included Classroom Management for Occasional Teachers, Boundary Issues for Occasional Teachers, Cyber-Bullying, Political Panels, Smart Find Express and School Law.

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

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

All occasional teachers are encouraged to visit the Ontario Teachers' Federation website- www.otffeo.on.ca - On Line Conference- Survive and Thrive for beginning teachers.

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:

- Online at www.oct.ca
- In person or by mail to 101 Bloor Street West, Toronto ON M5S 0A1

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

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



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
- 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"> Once the occasional teacher has been hired into the LTO position it is the responsibility of the school to ensure that a job is created (usually 3-4 weeks) on SmartFindExpress until the LTO assignment is processed so that the occasional teacher is paid in a timely manner and does not receive calls for other work. If you are creating jobs in SFE for an absent teacher on sick leave, and the <u>teacher is then put “on leave”, all future dated jobs will be cancelled in SFE.</u> 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. 	
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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.
	<ul style="list-style-type: none"> If you have been hired as a half time LTO, you will need to <u>block yourself</u> off by adding unavailability dates in SFE. If you are a half time LTO who works every other day you need to follow the same procedure and add unavailability dates to block the days that you are not available. If you are a half time LTO who works every other day <u>as an occasional teacher</u>, you need to remind the schools where you work as an occasional teacher that they need to split your full day job into two half day assignments for two different days (see pg 40 for form). Unavailability dates will need to be done on a weekly basis.
	<ul style="list-style-type: none"> 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.

Half time Alternate day LTO Form:



**Employee Services ♦ Secondary Teaching Office
Occasional Teaching**
5050 Yonge Street ♦ 2nd Floor ♦
Toronto ♦ Ontario ♦ M2N 5N8
Telephone: 416-397-3580 Fax: 416-397-3484

Attention : School Offices

On behalf of the Occasional Teaching Office, we have asked the following Occasional Teacher to provide the following information when accepting jobs at your location. We appreciate your assistance with this request.

Sam Venneri – Officer, Employee Services (Occasional Teaching)

Date:

Occasional Teacher Name:

Occasional Teacher Employee Number:

I am a half time LTO who works full day when doing my LTO assignment which then causes problems with occasional teaching assignments that I accept. In order to eliminate pay problems, I need the school to correct my full day occasional teaching job to reflect 2 half days. You can leave the teacher absence as a full day, however please modify the following job number: _____, by:

- Changing the end time for the Substitute on the job to a half day–i.e. 11:45 a.m.
- Create a new ½ day vacancy using **the previous work day and use Reason Code 602 ***.
- Please provide the new job number here: _____, and reference the original job number under the administrators comments.

Please leave a copy of this letter for me to pick up before I leave for the day to include **both job numbers (the original revised job and the new half day job number)**.

Your assistance with this matter will ensure that I am paid correctly. If you have any questions, please call the Occasional Teaching Dispatch Help Desk at **416-338-4747 option 2** for assistance.

* Using the previous business day avoids the need to have to search by trial and error to find a date on which you can report the additional ½ day attendance.

DOCUMENTS REQUIRED TO ESTABLISH SALARY DURING AN LTO

Correct Placement on the LTO salary grid requires:

- A. Your most current rating statement and rating statement covering letter
- B. Recognized teaching experience

If you do not have an up-to-date QECO or OSSTF rating statement, 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** - OSSTF Certification Rating Statement
 - Your LTO salary placement will be Group 1 until you send a copy of your OSSTF 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 17](#) 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} **416-397-3249**
Occasional Teachers with the last name (A - L)

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

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.

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

All Occasional Teachers are paid by direct bank deposit every 2nd Thursday in accordance with the pay schedule ([Appendix M](#)). 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
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.

Payroll Deductions

Canada Pension Plan (C.P.P.)

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

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

Employment Insurance (E.I.)

All Occasional Teachers are required to pay E.I. premiums, there aren't any exemptions for E.I. Occasional 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

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, 4th 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, 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, 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. Union dues/levies are directed to the appropriate Union – Elementary or Secondary.

School Year Calendar

The official school year calendar for the TDSB runs from September 1, 2017 to June 30, 2018, inclusive.

Labour Day.....	September 4, 2017
Board-wide Professional Activity.....	October 6, 2017
Thanksgiving.....	October 9, 2017
Board-wide Professional Activity.....	November 17, 2017
Board-wide Professional Activity.....	December 1, 2017
Christmas Break.....	December 25, 2017 to January 5, 2018, inclusive (last day of school is December 22, 2017; school resumes January 8, 2018)
Professional Activity (Elementary Schools only).....	January 19, 2018
Professional Activity (Semestered Secondary Schools only).....	February 1, 2018*
Board-wide Professional Activity.....	February 16, 2018
Family Day.....	February 19, 2018
Mid-Winter Break.....	March 12 to 16, 2018, inclusive
Good Friday.....	March 30, 2018
Easter Monday.....	April 2, 2018
Victoria Day.....	May 21, 2018
Professional Activity (Elementary Schools only).....	June 8, 2018
Professional Activity (Secondary Schools only – Full Year Schools).....	June 27, 2018*
Professional Activity (Secondary Schools only).....	June 28, 2018
Board-wide Professional Activity.....	June 29, 2018
<i>The first day of the second semester is February 2, 2018.</i>	

** The first day of second semester is February 2, 2018. Secondary school calendar includes a PA day for semestered schools only on February 1, 2018 and a PA Day for full-year schools only on June 27, 2018.*

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) a copy of the Form 7 sent to the WSIB regarding your injury, and
 - (b) 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.
- 15a) **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.
- 15b) 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.
- 15c) **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:

- d) the exercise of physical force by a person against a worker, in the workplace, that causes or could cause physical injury to the worker;
- e) an attempt to exercise physical force against a worker, in the workplace, that could cause physical injury to the worker; and
- f) 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.

SmartFindExpress

Occasional Teacher Telephone Access

Quick Reference Card

TORONTO DISTRICT SCHOOL BOARD

Occasional Teacher Telephone Quick Reference Card

System Phone Number 416-338-4500

Help Desk Phone Number 416-338-4747 (option 2)

Write your Access ID here _____

Write your PIN here _____

e-Mail Address: Dispatchteaching@tdsb.on.ca

THE SYSTEM CALLS OCCASIONAL TEACHERS DURING THESE TIMES:

	Today's Jobs	Future Jobs
Monday to Wednesday	Starts at 6:00 am	6:00 – 10:00 pm
Thursday	Starts at 6:00 am	5:30 – 10:30 pm
Saturday	None	None
Sunday	None	6:00 – 10:30 pm
Holidays	None	6:30 – 10:00 pm

Before any features are available, you must register with the system and create a PIN. The Access ID (TDSB Employee Number) and PIN are used for all interactions with the system. PIN and Password are the same.

REGISTRATION

1. Enter your **Access ID** followed by the star(*) key (you do not need to enter zeroes before your employee number)
2. Enter your **Access ID** again when it asks for your PIN followed by the star(*) key
3. Record your name followed by the star (*) key
4. Hear your callback #. Correct if necessary.
5. You will be asked to select a new PIN. Enter a PIN at least six(6) digits in length followed by the star (*) key.

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID** followed by the star(*) key
2. Enter your **PIN** followed by the star(*) key

THE SYSTEM CALLS

HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer
PRESS 2 to Set temporary Do Not Call
PRESS 9 to Exit and Hang-up
2. If you **pressed 1** to Hear the job offer
PRESS 1 to Hear the job description
PRESS 2 to Decline the job (without hearing the description)
3. If you **pressed 1** to Hear the job description
PRESS 1 to Accept this job
Record the Job Number. You are successfully assigned to the job.
PRESS 2 to Repeat the job description
PRESS 3 to Decline the job
PRESS 9 to Exit and Hang-up
4. If you **pressed 2** to Set temporary Do Not Call, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format.

5. **PRESS 9** to Exit and Hang-up

HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information
 2. **PRESS 1** to Repeat the job information
 3. **PRESS 9** to Exit and Hang-up
-

CALLING THE SYSTEM

MENU OPTIONS

- 1 - Review or Cancel Assignments
 - 2 – Hear Available Jobs
 - 3 - Change your Callback Number
 - 4 - Review or Modify Temporary Do Not Call Time
 - 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
PRESS 1 to Hear assigned job information again
PRESS 2 to Cancel this assigned job
If you **pressed 2** to Cancel assignment
PRESS 1 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
PRESS 1 to Repeat assignment
PRESS 2 to Accept assignment
If you **pressed 2** to Accept assignment, hear the job assignment
PRESS 1 to Repeat assignment
PRESS 3 to Decline assignment
PRESS 8 to Hear next assignment
PRESS 9 to Exit to menu options

3. CHANGE YOUR CALLBACK NUMBER

1. Hear the Callback telephone number
PRESS 1 to Modify callback telephone number
PRESS 9 to Exit to menu options (number will not be changed)
 2. Enter new telephone number followed by the star (*) key.
Hear the new telephone number.
 3. **PRESS 1** if Correct
 4. **PRESS 2** to Re-enter the number
 5. **PRESS 9** to Exit to menu options
-

4. REVIEW OR MODIFY TEMPORARY DO NOT CALL TIMES

1. Hear the temporary Do Not Call time
PRESS 1 to Enter time
PRESS 2 to Delete this time
PRESS 9 to Exit to menu options
2. If you **pressed 1** to Enter a time, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
PRESS 9 to Exit to menu options

5. REVIEW OR MODIFY UNAVAILABILITY DATES

- 1. PRESS 1** to Review or delete unavailability period
PRESS 2 to Add a new unavailability period (ONLY future dates)
PRESS 9 to Exit to menu options
- 2. If you pressed 1** to Review or delete, hear the unavailable period information
PRESS 1 to Delete this unavailability period
PRESS 8 to Hear the next unavailability period
PRESS 9 to Exit to menu options
- 3. If you pressed 2** to Add dates
Enter Start Date: two digits for the month, two digits for the day, two digits for the year (MMDDYY)
Repeat procedure for End time.
Indicate unavailable all day?
PRESS 1 for Yes
PRESS 2 to Enter time (Enter Start Time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm. Repeat procedure for End time.

Receive calls for future assignments during unavailable period?

- PRESS 1** to Receive calls for future jobs during this unavailability period.
PRESS 2 if you do not want to receive calls for future jobs during this unavailability period
PRESS 9 to Exit and review or modify unavailability dates (without saving unavailability period)

6. REVIEW OR MODIFY DAILY AVAILABILITY

- PRESS 1** to Review or delete, hear a time period you are available to work.
PRESS 2 to Enter a new time period you are available to work
PRESS 3 to review or delete, hear a time period you should not be called
PRESS 4 to Enter a new time period you should not be called

If you **pressed 1** to Review or delete a time period you are available to work, or pressed 3 to review or delete a time period you should not be called, hear the day and time period in chronological order

- PRESS 1** to Delete this time period
PRESS 8 to Hear the next time period

If you **pressed 2** to Enter a new time period you are available to work, or pressed 4 to a new time period you should not be called
Select the day of the week

- PRESS 1** for Monday thru Friday
PRESS 2-8 to select a particular day of the week
PRESS 9 to Exit to review or modify daily availability (without saving changes)

NOTE:

If you need to enter daily availability or do not call times for specific times, please enter times through the web, as the phone system will not process your request.

7. TO CHANGE PIN or RE-RECORD NAME

- PRESS 1** to Change your PIN
PRESS 2 to Change the recording of your name
PRESS 9 to Exit to menu options

NOTE:

If you need to enter daily availability for specific times, please enter times through the web, as the phone system will not process your request.

SmartFindExpress

Occasional Teacher Web Browser Access Quick Reference Card

TORONTO DISTRICT SCHOOL BOARD
Occasional Teacher Web Browser Quick Reference Card


System Phone Number	416-338-4500
Help Desk Phone Number	416-338-4747 (option 2)
Write your Access ID here	_____
Write your PIN here	_____
e-Mail Address:	Dispatchteaching@tdsb.on.ca
Web Browser URL	_____

WEB BROWSER ACCESS INSTRUCTIONS


Before any features are available, you must register on the SFE telephone system and create a PIN. For registration instructions, please refer to the Telephone Quick Reference Card. The Access ID (TDSB Employee Number) and PIN are used for all interactions with the system.

SIGN IN TO SMARTFINDEXPRESS (SFE)

From Home

1. Launch your internet browser (i.e. Microsoft Internet Explorer )
2. In the address field, enter www.tdsb.on.ca, select "Staff"
3. Click on SmartFindExpress Link (*Tip – save to your Favourites!*)
4. Enter User ID (**your employee # minus the leading zeros**) e.g. - 33333
5. Enter Password (same PIN as on phone system)
6. Click

From TDSB Workstation

2. Click  to open the TDSBweb
3. Click Teachers Link
4. Click on Quick Links and select SmartFindExpress
5. Enter User ID (**your employee # minus the leading zeros**) e.g. 33333
6. Enter Password (same PIN as on phone system)
7. Click

WEB BROWSER ACCESS INSTRUCTIONS

PIN REMINDER (Trouble Signing In)

The "Trouble Signing Link" supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's Access ID and the security code being displayed must be entered on this page.

Note: You must be registered with the system to use this option and have a valid email address in your profile to use this option.

PROFILE

Information - Review profile status and address information.

Update Email - Enter or change email address

Change Password - Enter your current PIN followed by a new PIN twice and click Save

Callback Number – View/update callback number; specify a Do Not Call time.

SCHEDULE

General

Under this tab you can modify your schedule and availability

To Create/Modify your schedule

Best practice is to delete your current schedule by checking the days of the week boxes and click on DELETE button, then press NEW button. A new schedule will appear and you will be able to modify according to your availability.

To enter Do Not Call time: put the checkmark under all day, or select start and end time for specific do not call time.

Temporary Do Not Call

View/update callback number where you can be contacted by the system. Include the '1' (long distance indicator) and area code. Specify a temporary "Do Not Call Until" time if you do not want to be called by the system.

Classifications and Locations

Review classifications and locations you have chosen for assignments

Unavailable Dates Tab

• Create Unavailability Schedule

- Select the *New* button
- Enter Start and End Date Range (MM/DD/YYYY) or use the calendar
- Select the *All Day* check box or enter the time range in HH:MM am or pm format
- Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
- Select *Save* button

AVAILABLE JOBS

Choose the *Available Jobs* link to view and accept assignments

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
 - Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
 - Select the *Decline Job* button.
 - Select the *Return to List button* to return to the job listing

REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view
- Select date range
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
 - Select the *Return to List* button to review other jobs assigned to you
 - Select the *Cancel Assignment* button to cancel your assignment. Wait for the “Job was cancelled successfully” notification.

SIGN OUT AND WEB BROWSER INFORMATION

Important Note: Do NOT use the browser's BACK button to navigate to screens. Navigation buttons are on the bottom of SmartFindExpress screens, such as the Return to List and Continue buttons.

At any time during the session, the Sign Out link can be selected to end the session and disconnect from SmartFindExpress.

To ensure security and privacy of information, use the Sign Out link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

Tips:

The best time to search for available jobs is before midnight or between 12:00 noon and 6:00 p.m.

When you are searching for jobs on the web and see a job with a message “in call out” mode – you are only able to view the job if the job is “in call out” mode. The message on the screen will say “This job is currently being offered to a substitute. You may retry later.” You can accept or decline a job only when “details” is displayed on the screen.

You will only see jobs for which you have been specifically requested (after 12:00 noon each day), or if you are the next person in the queue, you will see jobs for which you are listed on priority lists/preferred lists and any other open jobs for which you are qualified in the schools or zones you have indicated. You will also see jobs outside your area of qualification only if the system has exhausted the search for qualified occasional teacher.

The web search is a good way to co-ordinate two half day jobs.

Notes

Don't forget to “bookmark” this site on your computer for easy access!

If the Calendar Icon does not work on your computer when you are selecting a date range, you need to enter the dates manually.

You will see available jobs on the browser or hear available jobs on the phone line after 12:00 noon even when you have blocked yourself and requested not to be called for future jobs during this period of unavailability. If you are not interested in the job, please decline.

To review past jobs put in your date range (jobs are only kept for one year from the current date). Scroll down and press next to see all your jobs.

Your unavailability dates are only maintained in SmartFindExpress for one school year.



**Employee Services ♦ Secondary Teaching
Office ♦ Occasional Teaching**

5050 Yonge Street ♦ 2nd Floor ♦
Toronto ♦ Ontario ♦ M2N 5N8

Telephone: 416-397-3580 Fax: 416-397-3010

OCCASIONAL TEACHER PROFILE INFORMATION

To view your existing profile, sign in to SmartFindExpress (SFE) browser:

From Home

1. Launch your internet browser (e.g.. Microsoft Internet Explorer, Safari, Google Chrome, etc.)
2. In the address field, enter www.tdsb.on.ca, select “Staff” and then “Login”
3. Click on SmartFindExpress Link (*Tip – save to your Favourites!*)
4. Enter Access ID (**your employee # minus the leading zeros**) e.g. - **33333**
5. Enter PIN (same PIN as on phone system)
6. Click

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, 2nd Floor, Toronto, Ontario, M2N 5N8
Fax: (416)397-3484
Email: dispatchteaching@tdsb.on.ca.

***Emails must be sent from your TDSB Gmail email. Always ensure to include “Profile Update” in the subject line**

Online Letter of Intent – Change in Salary Group Notification

Accessing the Online Letter of Intent from home:

1. Go to **mytdsb.on.ca**
2. Login with your Employee number and password
3. Go to Employee Services > 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

QECCO 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.



OCCASIONAL TEACHER Notification of Change

**Employee Services ♦ Secondary Teaching Office
Occasional Teaching**

5050 Yonge Street ♦ 2nd Floor
Toronto ♦ Ontario ♦ M2N 5N8
Telephone: 416-397-3580 Fax: 416-397-3484

If your status as an Occasional Teacher changes, please fill out this form and return to the above address or email to Dispatch Teaching (dispatchteaching@tdsb.on.ca)

Name: _____

SAP Employee #: _____

I request the following change in my status as an Occasional Teacher for the Toronto District School Board.

Change in Address/Phone:

To change your address/phone number, log on to myINFO. Click on *Personal Information > Personal Profile*. Then click on *Add* beside *Addresses*.

Please note that the effective date of the change cannot be in the past. Your new address record will be effective on the day the change was made or on a future date.

Change in Emergency Contact Info:

To change your address/phone number, log on to myINFO. Click on *Personal Information > Personal Profile*. Then click on *Add* beside *Emergency Contact*.

New Qualifications (Submit Proof from the Ontario College of Teachers)

Request to change Appointment Status in Order to Collect Teachers Pension:

End Date of Occasional Teaching Position: _____

Reinstate as Retired Occasional Teacher effective: _____



LEAVE REQUEST FORM OCCASIONAL TEACHING STAFF

Revised July 2016

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)
_____. _____. _____. YEAR MONTH DAY	_____. _____. _____. YEAR MONTH DAY	_____. _____. _____. YEAR MONTH DAY

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

<input type="checkbox"/> Personal Leave	<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"/> WSIB	<input type="checkbox"/> Retired Teacher – Completed 50 Days <i>(50 Days effective September 2012)</i>	
<input type="checkbox"/> Family Medical Leave while in LTO (Unpaid) <i>(please provide supporting documents)</i>	<input type="checkbox"/> Critically Ill Child Care Leave while in LTO (Unpaid) <i>(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.

COMPLETED FORM TO:
OCCASIONAL TEACHING OFFICE – FAX (416) 397-3484
Mail to: 5050 Yonge Street, M2N 5N8, 2nd Floor – Employee Services - Occasional Teaching Office

Cc:
✓ Teacher
✓ Personnel File



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) _____ YEAR MONTH DAY		LEAVE END DATE: (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.

<input type="checkbox"/> LTO Elementary	<input type="checkbox"/> LTO Secondary
--	---

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

SPECIAL CIRCUMSTANCES COMMENT:

TEACHER'S SIGNATURE: _____ DATE: _____

PRINCIPAL SIGNATURE _____ DATE: _____

APPROVAL & AUTHORIZATION

REMARKS: _____

SIGNATURE OF SENIOR MANAGER OR DESIGNATE: _____ DATE: _____

<input type="checkbox"/> LEAVE APPROVED :SFE REASON CODE : _____	<input type="checkbox"/> LEAVE NOT APPROVED
<input type="checkbox"/> 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 - 2nd Floor – Employee Services - Occasional Teaching Office

Cc:
 Teacher
 Personnel File



HEALTH AND SAFETY CONCERN/NEAR MISS INCIDENT FORM

<input type="checkbox"/> CONCERN <input type="checkbox"/> NEAR MISS
--

Instructions are on the following page

Worker's Name:	Work Site:
Worker's Union Affiliation:	Supervisor's Name:
DATE 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 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:	

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 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.



Safe and Caring Schools Incident Reporting Form – Part I

School Name			REPORT NO:	
Name of Students Involved (if known)				
Location of Incident	<input type="checkbox"/> At a location in the school or on school property (specify)		At a school related activity (specify) Other (specify)	
Date and Time	Incident Date:		Time:	
Type of Incident (please check all that apply)				
Suspension a Principal shall consider (Education Act, Part XIII, Section 306(1))				
<input type="checkbox"/>	1. Uttering a threat to inflict serious bodily harm on another person	<input type="checkbox"/>	4. Swearing at a teacher or at another person in a position of authority	
<input type="checkbox"/>	2. Possessing alcohol or illegal drugs	<input type="checkbox"/>	5. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school	
<input type="checkbox"/>	3. Being under the influence of alcohol	<input type="checkbox"/>	6. Bullying	
Suspensions that may be considered (Education Act, Part XIII, Section 306(1)(7))				
<input type="checkbox"/>	1. Wilful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises	<input type="checkbox"/>	10. Fighting	
<input type="checkbox"/>	2. Use of profane and improper language	<input type="checkbox"/>	11. Possession or misuse of any harmful substances	
<input type="checkbox"/>	3. Use of tobacco	<input type="checkbox"/>	12. Hate motivated violence	
<input type="checkbox"/>	4. Theft	<input type="checkbox"/>	13. Extortion	
<input type="checkbox"/>	5. Aid/Incite harmful behaviour	<input type="checkbox"/>	14. Distribution of hate material	
<input type="checkbox"/>	6. Physical Assault	<input type="checkbox"/>	15. Inappropriate use of electronic communication/media	
<input type="checkbox"/>	7. Being under the influence of illegal drugs	<input type="checkbox"/>	16. An act considered by the Principal to be a breach of the Board's or school's Code of Conduct:	
<input type="checkbox"/>	8. Sexual harassment	<input type="checkbox"/>	Please specify the breach (30 characters max.)	
<input type="checkbox"/>	9. Racial harassment	<input type="checkbox"/>		
Suspension pending possible expulsions (Education Act, Part XIII, Section 310(1))				
<input type="checkbox"/>	1. Possessing a weapon, including a firearm	<input type="checkbox"/>	5. Trafficking in weapons or in illegal drugs	
<input type="checkbox"/>	2. Using a weapon to cause or to threaten bodily harm to another person	<input type="checkbox"/>	6. Committing robbery	
<input type="checkbox"/>	3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner	<input type="checkbox"/>	7. Giving alcohol to a minor	
<input type="checkbox"/>	4. Committing sexual assault	<input type="checkbox"/>		
Suspension pending possible expulsions (Education Act, Part XIII, Section 310(1)(8))				
<input type="checkbox"/>	1. Possession of explosive substance	<input type="checkbox"/>	2. An act considered by the Principal to be a Serious Breach of the board's or school's code of conduct: please specify the breach (30 characters max.)	
Report Submitted By: Name:				
Signature:		Date:		
Contact Information Location :		Telephone:		

Safe and Caring Schools Incident Reporting Form – Part II



Acknowledgement of Receipt of Report

REPORT NO:

School Name	
--------------------	--

Report Submitted By: Name:		Date:	
Outcome:	Action Taken	No Action Taken	
	Parent Contacted	Parent Not Contacted	
Name of Principal:			
Signature:		Date:	

*Note: Only Part II of the Incident Reporting form is to be given to the person who submitted the report.
Report number to be the same report number as Part I.*



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.

2017-2018 Occasional Teacher Pay Schedule

Occasional Teachers' first pay day will be September 21, 2017, covering August 27th to September 9th. Pay days after September 21st will be every 2 weeks and always 2 weeks in arrears.

2017 / 2018 Pay Dates

Occasional (2 weeks in arrears)				
Covering Period				
Pay Date	Period	From	To	
2017.09.21	19	2017.08.27	to	2017.09.09
2017.10.05	20	2017.09.10	to	2017.09.23
2017.10.19	21	2017.09.24	to	2017.10.07
2017.11.02	22	2017.10.08	to	2017.10.21
2017.11.16	23	2017.10.22	to	2017.11.04
2017.11.30	24	2017.11.05	to	2017.11.18
2017.12.14	25	2017.11.19	to	2017.12.02
2017.12.28	26	2017.12.03	to	2017.12.16
2018.01.11	01	2017.12.17	to	2017.12.30
2018.01.25	02	2017.12.31	to	2018.01.13
2018.02.08	03	2018.01.14	to	2018.01.27
2018.02.22	04	2018.01.28	to	2018.02.10
2018.03.08	05	2018.02.11	to	2018.02.24
2018.03.22	06	2018.02.25	to	2018.03.10
2018.04.05	07	2018.03.11	to	2018.03.24
2018.04.19	08	2018.03.25	to	2018.04.07
2018.05.03	09	2018.04.08	to	2018.04.21
2018.05.17	10	2018.04.22	to	2018.05.05
2018.05.31	11	2018.05.06	to	2018.05.19
2018.06.14	12	2018.05.20	to	2018.06.02
2018.06.28	13	2018.06.03	to	2018.06.16
2018.07.12	14	2018.06.17	to	2018.06.30
2018.07.26	15	2018.07.01	to	2018.07.14
2018.08.19	16	2018.07.15	to	2018.07.28
2018.08.23	17	2018.07.29	to	2018.08.11

	OPERATIONAL PROCEDURE	
DATE:	September 4, 2001	PR.660 EMP: Attendance During Severe Weather Conditions
REFERENCE DOCUMENTS:		

Purpose: To provide information about employee attendance during severe weather conditions

1. During a system-wide closure of all facilities

- 1.1. If an announcement is made during the day before schools and facilities are to be closed, staff members are not expected to be at work and will be paid without deduction from their sick leave credits.

2. If schools remain open

2.1. Expectations for employees

- 2.1.1. Employees are expected to be on site and on duty at the usually required time.
- 2.1.2. If an employee is unable to be on duty on time, due to severe weather conditions (e.g. extreme weather conditions at the employee's home area or between the home area and the employee's work site) she/he must call the Manager/Principal to advise them of the situation.
- 2.1.3. A claim for paid sick leave during a period of severe weather may require the employee to provide a substantiating medical certificate.
- 2.1.4. All employees will be expected to remain on duty until the end of the regular leaving time unless other directions are issued by the Director's Office. If weather conditions are determined by the Director to be so severe that they warrant an earlier dismissal for staff, the Manager/Principal will permit employees to leave, at the time specified in the Director's announcement, with no loss of pay to the employee. Such early dismissal would only be authorized when the safety and supervision of students is ensured.

2.2. Recording Absences when schools are open

- 2.2.1. If, in the opinion of the Director or designate, due diligence was exercised by the employee, in attempting to get to work, the employee will be paid for the day with a deduction to sick leave credits.

Notes

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