

416-227-1866
www.etfo-torots.org

17 Fairmeadow Avenue
Suite #209
Toronto, Ontario
M2P 1W6

Toronto Occasional Teachers, ETFO Local



2022 School Year Calendar Booklet



IMPORTANT CONTACTS

Local Website Address: www.etfo-torots.org
Local Executive Email Addresses: See inside front cover
Local Office Telephone: 416-227-1866
Provincial ETFO - www.etfo.ca 416-962-3836
Toronto District School Board - www.tdsb.on.ca 416-397-3000
TDSB Occasional Teaching Dept. - LTO Records A-L 416-397-3249
TDSB Occasional Teaching Dept. - LTO Records M-Z 416-397-3007
Dispatch Help Desk - dispatchteaching@tdsb.on.ca 416-338-4747 # 2
Dispatch System (SFE) 416-338-4500
Enterprise Help Desk (for TDSB password) 416-395-4357
College of Teachers - www.oct.ca 416-961-8800
QECCO - www.qecco.ca 416-323-1969
Teachers' Pension Plan Board - www.otpp.com 416-226-2700



PERSONAL INFORMATION

If Found Please Return to

Name: _____

Address: _____ Apt: _____

Home Tel: _____

In case of illness or accident, notify:

Name: _____

Address: _____ Apt: _____

Home Tel: _____

Office: _____

Emergency medical Instructions:

Physician _____

Office: _____

Home: _____

2021-2022 TORONTO OT EXECUTIVE

President: Rob Fulford
ottpresident21@gmail.com

First Vice-President: Sophie Kroesen
sophiekroesen@ica.net

Second Vice-President: Marisa Gallippi
marisagallippi@ica.net

Treasurer: Gail James
gailjames@ica.net

Secretary: Rinat Evron

Executive Members: Jeremy Bass
Sarah Boomhower
Greg Deitcher
Lisa De Santis
Fletcher Jerome
Scott Maudsley
Jeishan Rajakulasingam
Vacant – a by-election will be held at the Fall General Meeting

2021-2022 EXECUTIVE MEETING DATES

Oct. 20, 2021	Nov. 24, 2021	Dec. 15, 2021
Jan. 26, 2022	Feb. 16, 2021	Mar. 23, 2022
Apr. 13, 2022	May 10, 2022	June 15, 2022

2021-2022 MEMBERSHIP MEETING DATES

Active members, in good standing, can attend General Meetings of the Local. Meeting dates, time, location, and format will be communicated to members on the Local's website, by email, and/or in a newsletter.

Fall General Meeting: Thursday, November 4, 2021

Winter General Meeting: Thursday, February 24, 2022

Local Annual Meeting: Thursday, May 19, 2022

15	16	17	18	19	20
	ETFO Provincial Annual Meeting				
					21
22	23	24	25	26	27
					28
29	30	31			

INFORMATION for TDSB Elementary OTs

All Occasional Teachers (Short Term/Daily and Long Term) are paid every two weeks, two weeks in arrears. Pay dates are located on the local's website and on TDSBweb.

SHORT TERM/DAILY OCCASIONAL TEACHERS

The rate of pay for Short Term/Daily Occasional Teachers is inclusive of vacation pay and statutory holiday pay. The rate increases when the Occasional Teacher accumulates 100 lifetime full days teaching for the TDSB as shown in your current Collective Agreement (page 41). Effective September 1, 2021 the Short Term/Daily rate is:

0-100 lifetime days taught = **\$233.03**

100+ lifetime days taught = **\$256.73**

As per 10.3.1. of the collective agreement, every 20 days of Short Term/Daily occasional teaching experience in the TDSB elementary panel earned after September 1, 2006 shall be recognized as one-tenth of a year of teaching experience credit on the salary grid for Long Term Occasional teaching assignments in the TDSB.

LONG TERM OCCASIONAL TEACHERS

The rate for Long Term Occasional Teachers is determined by placing the Long Term Occasional Teacher on the ETT teachers' salary grid for the 2021-2022 school year (located on the Local's website under Documents > Pay and Benefits Information) in accordance with the teacher's qualifications (*QECO rating) and experience acceptable to the TDSB.

The annual salary on the salary grid is then divided by 194 (representing the number of school days in a school year). The Long Term Occasional Teacher is then paid 1/194 of the annual grid rate for each day worked (either instructional or professional activity days). Long Term Occasional Teachers only receive pay for the 194 school days in a school year and are not paid for the Winter break, March break or any statutory holidays.

*** If the TDSB does not have a copy of your most recent QECO rating, you must submit your current Qualifications Evaluation Council of Ontario (QECO) rating to the TDSB Occasional Teaching office to be paid at your correct level on the contract teachers' salary grid.**

PAY DATES – 2021-2022

Pay Date	Period Covered	School Days
Sep. 16, 2021	Sep. 02 - 03	2 (PA Days)
Sep. 30, 2021	Sep. 08 - 17	8 (Labour Day, PA Day)
Oct. 14, 2021	Sep. 20 to Oct. 01	10
Oct. 28, 2021	Oct. 04 - 15	9 (Thanksgiving)
Nov. 11, 2021	Oct. 18 - 29	10
Nov. 25, 2021	Nov. 01 - 12	10
Dec. 09, 2021	Nov. 15 - 26	9 (PA Day) (10 for LTOs)
Dec. 23, 2021	Nov 29 – Dec 10	10
Jan. 06, 2022	Dec. 13 - 24	5 (Winter Break)
Jan. 20, 2022	Dec. 27 to Jan. 07	5 (Winter Break)
Feb. 03, 2022	Jan. 10 - 21	9 (PA Day) (10 for LTOs)
Feb. 17, 2022	Jan. 24 to Feb. 04	10
Mar. 03, 2022	Feb. 07 - 18	9 (PA Day) (10 for LTOs)
Mar. 17, 2022	Feb. 21 to Mar. 04	9 (Family Day)
Mar. 31, 2022	Mar. 07 - 18	5 (March Break)
Apr. 14, 2022	Mar. 21 to Apr. 01	10
Apr. 28, 2022	Apr. 04 – 15	9 (Good Friday)
May 12, 2022	Apr. 18 - 29	9 (Easter Monday)
May 26, 2022	May 02 - 13	10
Jun. 09, 2022	May 16 - 27	9 (Victoria Day)
Jun. 23, 2022	May 30 – Jun. 10	9 (PA Day) (10 for LTOs)
Jul. 07, 2022	Jun. 13 - 24	10
Jul. 21, 2022	Jun 27-30	4

*10.2.1 on page 42 of the Collective Agreement: In the event a Long Term Occasional (LTO) Teacher's appointment's termination abuts a scheduled professional activity day, she or he shall be paid for the professional activity day and shall be entitled to attend.

LTO Teachers ONLY receive pay for the 194 school days in a school year and are not paid over the Winter Break, March Break or any statutory holidays. LTO Teachers are paid 1/194 of their annual grid salary rate for each day worked (either instructional or professional activity days). Short Term Occasional Teachers are paid a per diem rate. Below are the 2021-2022 per diem rates.

0-100 lifetime TDSB elementary days taught = \$233.03
 100+ lifetime TDSB elementary days taught = \$256.73

AUGUST 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
1 Civic Holiday	2	3	4	5	6
8	9	10	11	12	7
					13
					14

16	17	23	24	30	31
15		22		29	
14		21	\$	28	
13		20		27	
12		19		26	
11		18		25	

PAYROLL ASSISTANCE (as of Sep 1, 2021)

For payroll concerns or questions, please contact your TDSB payroll assistant at their contact information below:

Payroll Assistants	Surnames Starting With	Phone Number	Email Address
Olinda D'Costa	A, J, O, W	416-395-9800	olinda.d'costa@tdsb.on.ca
Cassandra Singh	B, I, N, V	416-395-9646	cassandra.singh@tdsb.on.ca
Kathy Nanos	C, F, Ro to Rz	416-395-9643	kathy.nanos@tdsb.on.ca
Mary Ruth Mandia	D, P, X, U, Y	416-395-9652	maryruth.mandia@tdsb.on.ca
Nadine Ali	E, H, K, Q	416-395-8532	nadine.ali@tdsb.on.ca
Matthew Botts	M, Ra to Ri	416-395-9655	matthew.botts@tdsb.on.ca
Kim Lu	S, To to Tz, Z	416-395-9649	kim.lu@tdsb.on.ca
Ranjan Parmar	G, L, Ta to Tm	416-395-9645	ranjan.parmar@tdsb.on.ca

HEALTH BENEFITS INFORMATION (as of Sep 1, 2021)

TDSB Elementary Occasional Teachers who taught at least 53 elementary full-time equivalent days or more in the 2020-21 school year, are eligible to enrol in the OTIP OCM (Occasional and Casual Members) TDSB Group Benefit Plan effective September 1, 2021, at 50% of the cost of the premiums as per your Collective Agreement (13.6.0 on page 46).

If you enrol in the plan, you are required to stay in the plan for 12 months, from September 1, 2021 to August 31, 2022. Eligible OTs receive an email to their TDSB email address in late August 2021 with a "Welcome Package" and an invitation to enroll in the OCM plan via the OTIP secure site. Eligible OTs must enroll by September 30, 2021 as indicated in the email "Welcome Package". For questions please contact OTIP at 1-866-783-6847 or www.otip.com.

OTs who obtain an eligible LTO assignment allowing them to enrol in the OTIP ETFO ELHT Benefit Plan will have their premium payments for the OTIP OCM plan suspended while in the LTO assignment.

TDSB Elementary OTs who are in a Long-Term Occasional (LTO) assignment that is longer than 90 consecutive calendar days are eligible to enrol in the OTIP ETFO Employee ELHT Benefit Plan once your LTO information has been processed by the TDSB and provided to OTIP. During this time your premium payments into the OTIP OCM plan would be suspended.

You should receive email information from OTIP to your TDSB email address. Please contact the Ontario Teachers Insurance Plan (OTIP) at 1-866-783-6847 or via email at www.otip.com/contactus for information on the ETFO Employee ELHT Benefits Plan.

To contact a TDSB Health Benefits Assistant regarding the status of your information sent to OTIP please refer to the contact information on the Toronto OT website or TDSBWeb.

13	14	15	16	17	18
20	21	22	23	24	19
27	28	29	30		25
					26
			\$		
			Last Day of Classes		
			Last Day to complete mandatory on-line renewal		

Accessing weekly Long Term Occasional (LTO) Postings:

After you sign in on **TDSBWeb**,

- Click on Employee Services near the top of the website.
- On the left side of the screen, scroll down and click Job Postings.
- In the column down the left side, click on Long Term Occasional Teaching.
- Scroll down and click on the appropriate panel and zone.
- Long-term positions are posted from Monday at 9 a.m. to Friday noon each

Accessing the Smart Find Express (SFE) System:

In the address line of your internet web browser, type:
<https://tdsb.eschoolsolutions.com> (Bookmark this page)

Or

Type **mytdsb.on.ca** in the address line of your web browser then click on the underlined **Smart Find Express** link on the left side of the page.

- Sign in using your employee number **with no zeros** as your User ID.
- Enter your Smart Find Password (same for computer and telephone).
- From here, you can access your SFE profile and any jobs that are available. See the SFE Quick Reference Card for further directions. Don't forget to sign out when you are finished.
- For assistance, contact: Teaching Dispatch Help Desk at 416-338-4747 Ext. 2
- SFE System Phone Number: 416-338-4500 or 1-844-294-7614 (toll free)

REGULATION UNDER THE TEACHING PROFESSION ACT

All teachers who teach in publicly-funded schools in Ontario are members of the Ontario Teachers' Federation (OTF). OTF was formed under the Teaching Profession Act (TPA) in 1944. All teachers are governed by the Regulations made under the TPA. It is important that our members observe the following requirements of the Regulations:

Duties of a Member to Fellow Members:

18. (1) A member shall,

(a) avoid interfering in an unwarranted manner between other teachers and pupils;

(b) **on making an adverse report on another member, furnish him/her with a written statement of the report at the earliest possible time and not later than three days after making the report;**

(c) notwithstanding section 18. (1)(b), a member who makes an adverse report about another member respecting suspected sexual abuse of a student by that other member need not provide him or her with a copy of the report or with any information about the report;

(d) refuse to accept employment with a board of trustees whose relations with the Federation are unsatisfactory; and

(e) where he/she is in an administrative or supervisory position, make an honest and determined effort to help and counsel a teacher before subscribing to the dismissal of that teacher.

(2) Under clause (d) of subsection (1) the onus shall be on the member to ascertain personally from the Federation whether an unsatisfactory relationship exists.

(3) A member shall not attempt to gain an advantage over other members by knowingly underbidding another member, or knowingly applying for a position not properly declared vacant, or by negotiating for salary independently of his/her local group or fellow members.

JUNE 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
		1	2	3 Elementary P.A. Day	4
					5
					11
					12
6	7	8	9	10	
					\$

16		17	18	19 Local Annual Meeting	20	21	22	28	29
23 Victoria Day Schools Closed		24	25	26	27				
30		31							

IMPORTANT COLLECTIVE AGREEMENT INFORMATION

- 1) **Sick Leave:** An LTO for a full school year is entitled to 11 sick days and 120 ***STLDP days**. An LTO for less than a full school year is entitled to 1 sick day and 12 ***STLDP** days per month to be allocated on the first of each month. Where the length of the contract is known, the sick and ***STLDP** days will be allotted at the beginning of the contract.
- 2) **Maternity Leave for LTOs:** Maternity benefits shall be paid for eight weeks of the Occasional Teacher's maternity leave. The benefits shall be paid at a rate of pay that is equal to 100% of the employee's salary for the year, less any amount for EI benefits received by or available to the employee during that time. An employee who is on maternity leave during what would otherwise have been a long-term occasional teaching assignment is not entitled to be paid for maternity benefits after the last day of the long-term assignment.

**** STLDP – Short Term Leave and Disability Plan days are paid at 90% of your LTO salary**

28.2.0. The Timetable for an Occasional Teacher shall be the same as the timetable of the Teacher being replaced.

28.2.1. Notwithstanding Article 28.2.0. an Occasional Teacher shall not be assigned any supervisory duty prior to the commencement of class on the first morning of an assignment or prior to commencement of the afternoon class on the first day if it is a half-day afternoon assignment. It is understood that a comparable supervisory duty may be assigned by the Principal during the day.

28.2.2. Notwithstanding Article 28.2.0. should the Board bring in an Occasional Teacher for an assignment other than the replacement of an absent teacher (e.g. preparation payback, coverage for IPRC meetings, grade placements, divisional meetings), the Board will enter the assignment into the dispatch system in a manner that informs the Occasional Teacher of the nature of the assignment.

28.2.3. Notwithstanding Article 28.2.0., on a day when a school does not receive a sufficient allotment of Occasional Teachers to cover teacher absences, an Occasional Teacher may be required to assist in the coverage of classes along with regular day school teachers.

Logging in to TDSBWeb:

In the address line of your internet browser, type **mytdsb.on.ca** and press the enter key. Scroll to where you can enter your **Employee #** (preceded by enough zeros to make a six-digit number) and your **Password**. After completing this click on **Log in**. Next, click on **TDSBWeb**. This will take you to the internal TDSB website for employees.

*Once you are signed in on **TDSBWeb**, you may access **myINFO** to view all your pay statements and **KEY to Learn** for professional learning opportunities. You will also have access to Board policies and procedures, curriculum materials, forms and benefits, workshops and courses, maps and directories, etc.

If you require assistance accessing this site, please contact the Enterprise Service Desk at 416-395-4357.

Logging in to your TDSB Gmail Account:

In the address line of your internet browser, type **mytdsb.on.ca** and press the enter key. Next, click the **TDSB Gmail icon** (Gmail for Classroom Based Staff) on the left-hand side. Enter your **Username** (Employee number preceded by enough zeros to make it a six-digit number) and your **Password**. After completing this click on Log in.

Checking your TDSB email account on a regular basis is an important part of being a TDSB employee. Important and timely information is often communicated to TDSB Elementary Occasional Teachers by the Board only through this email address.

MAY 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
2	3	4	5	6	7
					8
9	10	11	12	13	14
					15

11	12	13	14	15 Good Friday Schools Closed	16
					17
18 Easter Monday Schools Closed	19	20	21	22	23
					24
25	26	27	28	29	30
					1 MAY

SEPTEMBER 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
		1	2 Board-wide P.A. Day	3 Board-wide P.A. Day	4
					5
6 Labour Day	7 Holiday	8 Board-wide P.A. Day	9	10	11
					12

13	14	15	16	17	18
					19
20	21	22	23	24	25
			\$		26
27	28	29	30 National Day for Truth and Reconciliation		
			\$		

APRIL 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
				1	2
					3
4	5	6	7	8	9
					10

11 Thanksgiving	12	13	14	15	16
					17
18	19	20	21	22	23
					24
25	26	27	28	29	30
					31

MARCH 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
	1	2	3	4	5
					6
7	8	9	10	11	12
					13

15	16	17	18	19 Board-wide P.A. Day	20
					21
22	23	24	25	26	27
				\$	28
29	30				

FEBRUARY 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
	1	2	3	4	5
					6
7	8	9	10	11	12
				\$	13

17	18	19	20	21	22
			\$		23
24	25	26	27	28	29
					30
31					

DECEMBER 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		1	2	3	4	
					5	
6	7	8	9	10	11	12
				\$		

13	14	15	16	17	18
					19
20	21	22	23	24	25
Winter Break Begins					26
			\$		
27	28	29	30	31	1 JANUARY
					2

JANUARY 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY SUNDAY
3 School Resumes	4	5	6	7	8
					9
			\$		
10	11	12	13	14 Elementary P.A. Day	15
					16