Local Website Address:
Teachers' Pension Plan Board - www.otpp.com 416-226-2700
Dispatch Help Desk - dispatchteaching@tdsb.on.ca 416-338-4747 # 2
Toronto District School Board - www.tdsb.on.ca 416-397-3000
Provincial ETFO - www.etfo.ca 416-962-3836
:

IMPORTANT CONTACTS





Calendar Booklet

Toronto Occasional Teachers' ETFO Local

17 Fairmeadow Avenue Toronto, Ontario **Suite #209**

M2P 1W6

416-227-1866

www.etfo-torots.org

- 		_

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 li	nstructions:					
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

IMPORTANT REMINDERS

Protect Yourself:

- Never touch a student.
- Never leave students in your care unsupervised.
- Never be alone with a student.
- Never drive a student.
- Never text message, photograph or pretend to photograph students.
- Use your Board email address or school telephone only when communicating with students or parents.
- Report all accidents and incidents of violence, bullying or harassment.
- Keep a copy of your Collective Agreement (also available on the Local's website).
- Know your rights and obligations, including your right to union representation.
- Report all violations of your collective agreement to the Local.

IF YOU ARE CONTACTED BY THE POLICE OR THE CHILDREN'S AID REGARDING AN ALLEGATION AGAINST YOU DIRECTLY RELATED TO YOUR PROFESSIONAL DUTIES AS A TEACHER:

During Office Hours:

- DO NOT participate in, or consent to, an interview.
- Make no statement to anyone regarding the allegation/ charges.
- Say "I am willing to co-operate, but I am unable to comment until I contact my union local."
- Contact your union local representative at 416-227-1866 or by email as soon as possible.
- If you can't reach your union local, please call the ETFO provincial office at 416 962-3836 and ask for Professional Relations Services (Long distance calls 1-888-838-3836).
- You will be put in touch with the Professional Relations Services "on-call" counselor who will provide the necessary assistance.

After Office Hours:

- Call 416-962-3836 and follow the instructions.
- A lawyer will contact you directly, if necessary.

GENERAL EMERGENCY PROCEDURES

- In the event of a first aid emergency, contact the main office and they will notify qualified people to handle the situation.
- If it is necessary to evacuate the building, make certain that you know the exit that the class is to follow.
 - ✓ Take the attendance register with you as you leave the classroom.
 - Make sure that windows are closed and the door is locked (if you have a key).
 - ✓ Once outside of the building, take attendance.
 - Report any missing students to an administrator.
- Become familiar with the lock-down procedures for the schools where you teach.

20		21	27	28		
19			56			
18	leeting		25			
17	ETFO Provincial Annual Meeting		24		31	
16	ETFO F		23		30	
15			22		59	

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 Oct. 28, 2021 Oct. 04 - 15 9 (Thanksgiving) Nov. 11, 2021 Oct. 18 - 29 10 Nov. 01 - 12 Nov. 25, 2021 10 Dec. 09, 2021 Nov. 15 - 26 9 (PA Day) (10 for LTOs) Nov 29 - Dec 10 Dec. 23, 2021 10 Jan. 06, 2022 Dec. 13 - 24 5 (Winter Break) 5 (Winter Break) Dec. 27 to Jan. 07 Jan. 20, 2022 Feb. 03, 2022 9 (PA Day) (10 for LTOs) Jan. 10 - 21 Feb. 17, 2022 Jan. 24 to Feb. 04 Mar. 03, 2022 Feb. 07 - 18 9 (PA Day) (10 for LTOs) Mar. 17, 2022 Feb. 21 to Mar. 04 9 (Family Day) Mar. 07 - 18 5 (March Break) Mar. 31, 2022 Mar. 21 to Apr. 01 Apr. 14, 2022 10 Apr. 28, 2022 Apr. 04 - 159 (Good Friday) Apr. 18 - 29 9 (Easter Monday) May 12, 2022 May 26, 2022 May 02 - 13 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

*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

SATURDAY SUNDAY	9	7	13	14
FRIDAY	5		12	
THURSDAY	4		11	
WEDNESDAY THURSDAY	8		10	
TUESDAY	2		0	
MONDAY	1 Civic Holiday 2		80	

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13		20		27	
12		19		26	
±		8		25	

PAYROLL ASSISTANCE (as of Sep 1, 2021)

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

pay. o acciotant at 1o contactc					
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		
Ranian 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.

SALARY AND QUALIFICATIONS: DOCUMENTS REQUIRED BY THE TDSB

If you do not have a QECO statement on file with the TDSB, you will need to apply for one before the end of your LTO. You must complete the **TDSB Online Letter of Intent – Change in Salary Group** indicating that you have applied for your statement and will forward the necessary documentation as soon as possible. This online application can be found on the Board's website (TDSBWeb) under Forms and Information - Occasional Teaching.

Your LTO Salary placement will be at Category A1 Step 0 until you send a copy of your QECO evaluation statement and documentation of any previous teaching experience to your Records Assistant contact at the TDSB Occasional Teaching office.

(Sandra.Snooks@tdsb.on.ca-416-397-3249 for surnames A-L)

(Terri.Delaney@tdsb.on.ca – 416-397-3007 for surnames M-Z)

Only once that information has been received and processed, will the necessary salary adjustments be made.

QECO can be accessed through their website or phone number listed on the back of the calendar. Print the online application form, complete and mail it. Allow 12 weeks for processing.

Teaching experience with other Boards of Education or Ministry inspected private schools may be credited. You must contact the previous Board employers and request a statement of teaching experience on **official letterhead** showing the start and end dates of employment (day/month/year) and whether you were employed as a contract or LTO teacher, with full or part-time experience.

JULY 2022

5 က တ Canada Day ∞ ဖ S

18	19	25	26		
17		24			
16		23	↔	30 Last Day of Classes	Last Day to complete mandatory on-line renewal
15		22		29	
41		21		28	
13		20		27	

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

2 S 9 က 0 WEDNESDAY ∞ ဖ

•	17	18	19 Ceal		21
			Annual Meeting		
					22
23 Victoria Day Schools Closed	24	25	26	27	28
			49		59
	31				

IMPORTANT COLLECTIVE AGREEMENT INFORMATION

- 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 El 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

5 4 ∞ FRIDAY 33 ဖ THURSDAY 7 **WEDNESDAY** TUESDAY 9 က MONDAY **o**

					MAY
16	17	23	24	90	-
15 Good Friday 16 Schools Closed		22		59	
	₩				₩
41		21		28	
13		20		27	
12		19		26	
=		18 Easter Monday Schools Closed		25	

SEPTEMBER 2021

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

18	19	25	56		
17		24			
16		\$ 8		30 National Day for Truth and Reconciliation	€
15		22		59	
41		21		28	
13		20		27	

APRIL 2022

SATURDAY SUNDAY	V	က	6	10
FRIDAY	-		8	
THURSDAY			7	
TUESDAY WEDNESDAY THURSDAY			9	
TUESDAY			2	
MONDAY			4	

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81		25			
17	€	24		31	₩
16		23		30	
15		22		59	
14 March Break Begins		School Resumes		28	

OCTOBER 2021

SATURDAY SUNDAY	2	က	6	10	
FRIDAY	-		8		
THURSDAY			7		
TUESDAY WEDNESDAY THURSDAY			9		
			2		
MONDAY			4		

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14	•	21		58	€
13		20		27	
12		19		26	
11 Thanksgiving 12		18		25	

MARCH 2022

SATURDAY SUNDAY	2	9	12	13
FRIDAY	4		11	
THURSDAY	ဇ	₩	10	
WEDNESDAY THURSDAY	2		o	
TUESDAY	-		8	
MONDAY			7	

ay ay 20	56	27		
18 Board-wide 19 P.A. Day 20				
8	25			
₩	24 Winter General Meeting			
17	24 Gener			
9	23			
5	22			
	21 Family Day 22			
	Family			
4	7		28	

NOVEMBER 2021

SATURDAY SUNDAY	9		13	41
FRIDAY	S	14		
THURSDAY	4 Fall General Meeting		11 Rememberance Day	Ф
WEDNESDAY THURSDAY	ဇ		10	
TUESDAY	2		6	
MONDAY	-		8	

20	27	28	
19 Board-wide 20 P.A. Day 21	26		
18	25	₩	
17	24		
16	23		30
15	22		59

FEBRUARY 2022

SATURDAY SUNDAY	ಬ	စ	12	13
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THURSDAY	ဧ	€	10	
WEDNESDAY THURSDAY	2		o	
TUESDAY	1		∞	
MONDAY			7	

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19		26				
18		25				
17		24		31		7

DECEMBER 2021

SATURDAY	4	5	-	12
FRIDAY	ဧ		10	
THURSDAY	2		တ	€
TUESDAY WEDNESDAY THURSDAY	-		ω	
TUESDAY			7	
MONDAY			9	

18	19	25	26	1 JANUARY	8
17		24		સ	
16		23	₩	30	
15		22		29	
41		21		28	
13		20 Winter Break Begins		27	

JANUARY 2022

SATURDAY SUNDAY	&	6	15	16
FRIDAY	7		14 Elementary 15 P.A. Day	
THURSDAY	9	()	13	
WEDNESDAY THURSDAY	2		12	
TUESDAY	4		11	
MONDAY	3 School Resumes		0	