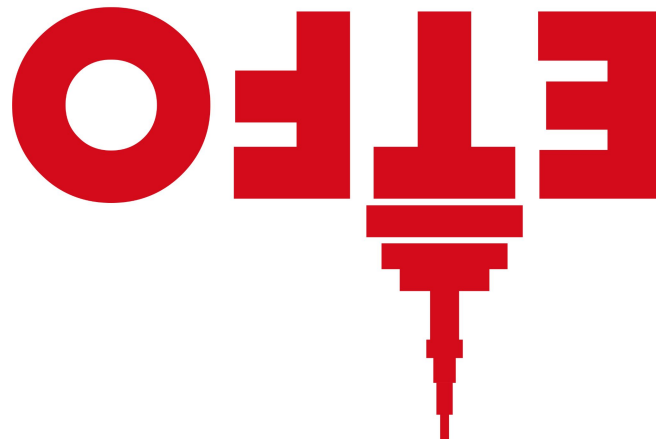


www.etfo-torots.org
(416) 227-1866

2024-2025 Pocket Calendar

TORONTO OCCASIONAL TEACHERS



IMPORTANT CONTACTS

Local Website Address	www.etfo-torots.org
Local Executive Phone Numbers	See page 2
Local Office Telephone	416-227-1866
ETFO Provincial • 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
Client Help Desk (for TDSB password)	416-395-4257
Ontario College of Teachers • www.oct.ca	416-961-8800
QEEO • www.qeco.ca	416-323-1969
Ont. Teachers' Pension Plan • www.otpp.com	416-226-2700

2024-2025 Local Executive

President:	Marisa Gallippi (416) 436-3119
First Vice-President:	Laura Barrett (647) 614-4223
Vice-President:	Gabrielle Blais-Jones (416) 452-6874
Vice-President:	Sophie Kroesen (416) 201-2267
Treasurer:	Jeremy Bass (416) 458-3451
Executive Members:	Sujatha Chintakunta Beverley Flynn-Samuels Nathan Goveas Gail James Jeishan Rajakulasingam Efstathia Sotiropoulos

2024-2025 Local Executive Meetings

Members may attend Local Executive Meetings as an Observer. Members shall be required to email the Local's President or Vice-Presidents, notifying them of their intent to observe an Executive Meeting, at least 24 hours prior to the scheduled start time of the Executive Meeting.

Executive Meeting Dates:

October 7th, October 21st, November 18th, December 16th, January 20th, February 10th, March 18th, April 22nd, May 12th, June 2nd

2024-2025 Membership Meeting Dates

All members in good standing are invited to attend General and Annual Meetings. The date, time, location and format of these meetings will be communicated to members on the Local's website, by email and/or in a newsletter.

All Member Meeting Dates:

General Meetings: November 12th and February 19th

Annual Meeting: May 21st and 28th

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 only your Board email address or school telephone 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 CHILDREN'S AID REGARDING AN ALLEGATION AGAINST YOU DIRECTLY RELATED TO YOUR PROFESSIONAL DUTIES AS A TEACHER:

- 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 Federation."
- Contact ETFO Provincial as soon as possible by calling **416-962-3836** and asking 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.
- **If calling after office hours**, call 416 962-3836 and follow the instructions. If necessary, a lawyer will contact you directly.

PERSONAL INFORMATION

If found, please return to:

Name: _____

Tel.: _____

Address: _____

In case of illness or accident, notify: _____

Name: _____

Tel.: _____

Relationship: _____

Emergency medical instructions: _____

Physician name: _____

Contact information: _____

2024-2025 Local Pay Information

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 47). Effective September 1, 2021 the Short Term/Daily rate is:

0-100 lifetime days taught = **\$243.25**

100+ lifetime days taught = **\$267.65**

As per 10.3.0. of the Collective Agreement (page 48), recognized teaching experience shall include:

- All contract teaching experience,
- All Long Term Occasional Teaching experience,
- Short Term Elementary Occasional teaching experience with the Toronto District School Board obtained after September 1, 2006.

Short Term and Long Term Occasional teaching experience will be calculated such that each day of experience shall equate to 1/194 of a year of credit, rounded to the nearest 1/10 of a year.

LONG TERM OCCASIONAL TEACHERS

The rate for Long Term Occasional Teachers is determined by placing the Long Term Occasional Teacher on the contract teachers' salary grid (printed at the back of our Collective Agreement) in accordance with the teacher's qualifications (*QECCO 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 QECCO rating, you must submit your current Qualifications Evaluation Council of Ontario (QECCO) rating to the TDSB Occasional Teaching office to be paid at your correct level on the contract teachers' salary grid.

Notes

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 and doors are closed.
 - Once outside the building, take attendance.
 - Report any missing students to an administrator.
- Become familiar with the lockdown procedures for the schools where you teach.

Notes

TDSB Elementary OTs: 2024-2025 Pay Dates		
Pay Date	Period Covered	School Days
Sep. 26, 2024	Sep. 01 - 14	9 (Labour Day)
Oct. 10, 2024	Sep. 15 - 27	9 (PA Day) (10 for LTOs)
Oct. 24, 2024	Sep. 29 - Oct. 12	9 (PA Day) (10 for LTOs)
Nov. 07, 2024	Oct. 13 - 26	9 (Thanksgiving)
Nov. 21, 2024	Oct. 27 to Nov. 09	10
Dec. 05, 2024	Nov. 10 - 23	9 (PA Day) (10 for LTOs)
Dec. 19, 2024	Nov. 24 - Dec. 07	9 (PA Day) (10 for LTOs)
Jan. 02, 2025	Dec. 08 - 21	10
Jan. 16, 2025	Dec. 22 to Jan. 04	0 (Winter Break)
Jan. 30, 2025	Jan. 05 - 18	9 (PA Day) (10 for LTOs)
Feb. 13, 2025	Jan. 19 to Feb. 1	10
Feb. 27, 2025	Feb. 02 - 15	9 (PA Day) (10 for LTOs)
Mar. 13, 2025	Feb. 16 to Mar. 01	9 (Family Day)
Mar. 27, 2025	Mar. 02 - 15	5 (March Break)
Apr. 10, 2025	Mar. 16 - 29	10
Apr. 24, 2025	Mar. 30 - Apr. 12	10
May 08, 2025	Apr. 13 - 26	8 (Good Friday & Easter Monday)
May 22, 2025	Apr. 27 - May 10	10
Jun. 05, 2025	May 11 - 24	9 (Victoria Day)
Jun. 19, 2025	May 25 - Jun. 07	9 (PA Day) (10 for LTOs)
Jul. 03, 2025	Jun. 08 - 21	10
Jul. 17, 2025	Jun. 22 - 29	5

• 10.2.1 on page 48 of the Collective Agreement: In the event a Long Term Occasional (LTO) Teacher's appointment's termination abouts a scheduled professional activity day, [the teacher] 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 per diem rates, effective September 1, 2021, factoring in the Bill 124 remedy increases.*

0-100 lifetime TDSB elementary days taught = **\$243.25**
 100+ lifetime TDSB elementary days taught = **\$267.65**

*Please note that the local Collective Agreement is still pending ratification at the time of publication. Once it is ratified, the new minimum daily OT rate will apply, as per the May 2024 arbitration:

1. Minimum Daily OT Rate: The minimum daily OT rate will be set at \$274.90. This will be the baseline rate to which rate increases from September 1, 2024 onward will be applied.

2. 2024-25 Increase: A 2.75% increase will be applied to this rate, bringing it to \$282.46 as of September 1, 2024.

Payroll Assistance (as of Sept. 1, 2024)

For payroll concerns or questions, please contact your TDSB payroll assistant:

Employee Name	Surname Starting With	Phone Number	Email
Olinda D'Costa	A, J, O, W	416-395-9800	olinda.d'costa@tdsb.on.ca
Ashley Hack	B, I, N, V	416-395-9646	ashleybriana.hack@tdsb.on.ca
Payroll Assistance	C, F, Ro to Rz	416-395-9642	payrollassistance@tdsb.on.ca
Mary Ruth Barbosa	D, P, X, U, Y	416-395-9652	maryruth.barbosa@tdsb.on.ca
Ranjan Parmar	E, H, K, Q	416-395-8532	ranjan.parmar@tdsb.on.ca
Matthew Botts	M, Ra to Ri	416-395-9655	matthew.botts@tdsb.on.ca
Fatema Azizi	S, To to Tz, Z	416-395-9649	fatema.azizi@tdsb.on.ca
Nalina Lazarus	G, L, Ta to Tm	416-395-9645	nalina.lazarus@tdsb.on.ca
Employee Name	Position Title	Phone Number	Email
Nadine Ali	Administrator	416-395-9654	nadine.ali@tdsb.on.ca
Grant Thrasher	Supervisor	416-395-8233	grant.thrasher@tdsb.on.ca

HEALTH BENEFITS INFORMATION (as of Sep 1, 2024)

Elementary Occasional Teachers who taught at least 80 elementary full-time equivalent days or more in the 2023-24 school year are eligible to enrol in the OTIP OCM (Occasional and Casual Members) TDSB Group Benefit Plan effective September 1, 2024, at 50% of the cost of the premiums as per your Collective Agreement (13.6.0 on page 52-53). If you enrol in the plan, you are required to stay in the plan for 12 months, from September 1, 2024 to August 31, 2025. Eligible OTs receive an email to their TDSB email address in late August 2024 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, 2023 as indicated in the email "Welcome Package". For questions please contact OTIP at 1-866- 783-6847 or via email at <https://www.otip.com/why-otip/contact-us>

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 <https://www.otip.com/why-otip/contact-us> 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.

AUGUST 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					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	26	27	28	29	30
31						

SALARY AND QUALIFICATIONS: DOCUMENTS REQUIRED BY THE TDSB

JULY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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.

Records Assistant for Surnames A-L:
 Therisha Santos: therisha.santos@tdsb.on.ca – 416-397-3249

Records Assistant for Surnames M-Z:
 Terri Delaney: terri.delaney@tdsb.on.ca – 416-397-3007

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.

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 [the teacher] 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 [the teacher] 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 [the member] 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 [the teacher's] local group or fellow members.

JUNE 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6 PA Day	7
				\$		
8	9	10	11	12	13	14
15	16	17	18	19	20	21
					\$	
22	23	24	25	26	27 Last day of school	28
29	30 Last day for OT online renewal					

If you require assistance accessing your TDSB account, please contact the Client Service Desk at 416-395-4357.

In the address line of your internet browser, type tdsb.on.ca/Staff/mytdsb and press the enter key. Scroll down and click on TDSBWeb, which will take you to the Microsoft Login page. Put in your **TDSB email address**, click Next, and put in your **TDSB password**. After completing this, you may be asked for a dual factor authentication with a number sent to your cell phone. 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 **MyPath** 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.

Logging in to TDSBWeb

MAY 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Victoria Day	20	21 AM	22	23	24
25	26	27	28 AM Elections	29	30	31
				\$	\$	

Logging in to your TDSB Gmail Account

In the address line of your internet browser, type tdsb.on.ca/Staff/mytdsb and press the enter key. Next, click the **TDSB Gmail icon** (Gmail for Classroom Based Staff) on the left-hand side, click Okay to navigate to the External Link. This will take you to the Microsoft Login page. Put in your **TDSB email address**, click Next, and put in your **TDSB password**. After completing this, you may be asked for a dual factor authentication with a number sent to your cell phone. This will take you to your email inbox.

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.

Accessing Weekly Long Term Occasional (LTO) Postings

Accessing the Smart Find Express (SFE) System

After you sign in on **TDSBWeb**,

- Hover over People & Culture near the top of the website.
- Click on Job Postings that comes up near the bottom of the list, above Payroll Services
- In the column on the left side, click on Long Term Occasional
- Scroll down and select Elementary Panel, and, if desired, the Zone in which you wish to teach.

In the address line of your internet web browser, type: <https://tdsb.sfe.powerschool.com/logOnInitActionDiv.do?uiNew=1> (Bookmark this page)

Or

Type tdsb.on.ca/Staff/mytdsb in the address line of your web browser then click on **SmartFind Express** on the right side of the page, click Okay to navigate to the External Link.

- Sign in by clicking **TDSB - Single Sign On**
- Enter your TDSB email address, then TDSB password - you may be asked for a dual factor authentication with a number sent to your cell phone
- From here, you can access your SFE profile and any jobs that are available.
- To change your teaching zones or categories email dispatchteaching@tdsb.on.ca
- 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)

APRIL 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10 \$	11	12
13	14	15	16	17	18 Good Friday	19
20	21 Easter Monday	22	23	24 \$	25	26
27	28	29	30			

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 6 *STLDP days per month, to be allocated on the first of each month. Where the length of the LTO is known, the sick and *STLDP days will be allotted at the beginning of the LTO.

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 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.b. 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.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10 March Break Begins	11	12	13	14 March Break Ends	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH 2025

SEPTEMBER 2024

Go to www.tdsb.on.ca/daysofsignificance for a detailed list of the days of significance and their resource links

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labour Day	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 GM	20	21
22	23	24	25	26	27 PA Day	28
29	30 Orange Shirt Day / National Day for Truth and Reconciliation					

FEBRUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 PA Day	15
16	17 Family Day	18	19	20	21	22
23	24	25	26	27	28	

OCTOBER 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
		8	9	10	11 PA Day	12
		15	16	17	18	19
	14 Thanksgiving					
		22	23	24	25	26
		29	30	31		

JANUARY 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Winter Break Ends	4
		7	8	9	10	11
		14	15	16	17 PA Day	18
		21	22	23	24	25
		28	29	30	31	

NOVEMBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
				\$		
10	11	12 GM	13	14	15 PA Day	16
17	18	19	20	21	22	23
				\$		
24	25	26	27	28	29 PA Day	30

DECEMBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
				\$		
8	9	10	11	12	13	14
15	16	17	18	19	20	21
				\$		
22	23 Winter Break Begins	24	25	26	27	28
29	30	31				