

# ***Elementary Occasional Teacher Handbook***



# Table of Contents

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Who We Are .....	1
Our Vision, Our Mission, Our Values .....	2
Safe Schools .....	2
Transportation Services .....	3
Parent Groups .....	3
Volunteering in Our Schools .....	3
The Board of Trustees .....	3
Definition and Challenge of Occasional Teachers .....	4
Board Policies .....	4
ETFO Thames Valley Occasional Teachers' Local .....	5
Provisions of the Collective Agreement .....	6
Expectations and Responsibilities of the Occasional Teacher .....	7
Professional Conduct .....	11
Ontario College of Teachers .....	11
TVARRIS .....	12
Vacancies – Short Term Assignments .....	12
Vacancies – Long Term Assignments .....	12
Accessing Long Term Occasional Postings .....	12
First Class E-mail .....	12
Employee Portal .....	13
Pay and Benefits .....	15
Category Classifications - QECCO .....	15
Recognized Teaching Experience .....	16
Sick Leave .....	17
Leaves of Absence .....	17
Evaluation Procedures for LTOs .....	17
Evaluation Reports .....	18
Ontario Teachers' Pension Plan .....	19
Employee Accident Reporting .....	19
Professional Development .....	20
School Calendars .....	20
School Bus Delays and Cancellations .....	20
Periods of Unavailability .....	20
Removal From the List .....	21
Important Contacts .....	21
Acronyms Used in Education .....	22

## WHO WE ARE

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### Thames Valley District School Board

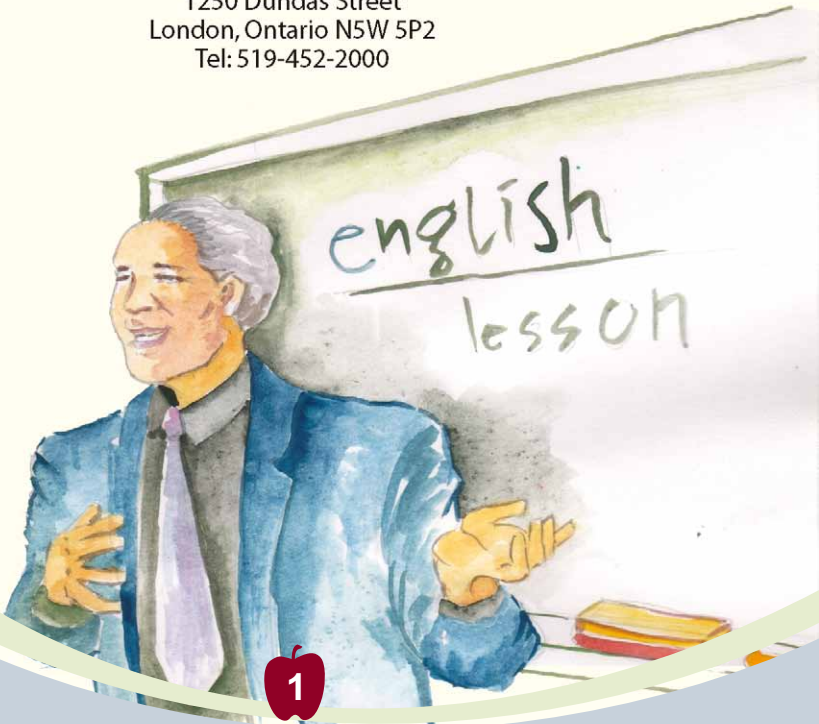
The Thames Valley District School Board serves the counties of Elgin, Oxford and Middlesex and the City of London. Our Caring, Learning Community is one of the largest school systems in Ontario serving more than 75,000 students in 154 elementary and 30 secondary schools.

The schools of Thames Valley offer exceptional and progressive courses, programs and services, including specialized outdoor environmental facilities, French Immersion, a school for the arts, adult education and the new online Virtual Academy. Schools supplement their programs with extra curricular activities that include music, the arts, sports and special interest clubs.

Our system is built on the belief that education is a shared responsibility. We work to build partnerships with business and industry. The needs of our exceptional children are met by the Special Education Advisory Committee, which is made up of volunteer representatives from across the Thames Valley.

For more information on  
Thames Valley District School Board,  
Visit our web site  
[www.tvdsb.on.ca](http://www.tvdsb.on.ca)

1250 Dundas Street  
London, Ontario N5W 5P2  
Tel: 519-452-2000



## ***Our Vision***

A Caring, Learning Community

## ***Our Mission***

Improving Student Learning

## ***Our Values***

**Foundation Principles:** Quality learning, integrity, problem-solving/decision-making, continuous improvement, job-specific skills, mentoring, teamwork, communication.

### **Beliefs:**

- Students come first
- Learning occurs best in safe, caring, respectful and welcoming environments
- By recognizing and supporting the needs of learners, we enable them to reach their potential
- All learners can develop into contributing citizens who are accountable to themselves and others
- Effective and comprehensive programs and services enrich the lives of learners
- Highly skilled, caring and motivated individuals serve as positive role models
- Our employees are an integral part of our success and our future
- Family and community interaction with the school promotes and enhances student success
- Communication which is interactive, open and honest builds trust and commitment
- We build the foundation for our future from our collective experiences
- Our school system is strengthened by embracing diversity and celebrating creativity
- Public education is an investment in people and community

## **Safe Schools**

Successful schools require safe learning environments. Thames Valley schools are committed to the belief that students, their families and school staff have the right to expect their school communities to be safe and free from violence.

The focus is always on respect for others which is reflected in our Board policies, codes of conduct, curriculum and violence prevention initiatives. We emphasize tolerance, and work with school staff to teach students the values and skills they must have to resolve conflicts. We also cooperate with police and community partners to ensure a consistent, coordinated approach to the handling of incidents that occur in our schools.

## Transportation Services

Thames Valley schools transport 30,000 students to and from school each day. Operated by independent operators, our school bus and vehicle fleet travels almost 90,000 kilometres each school day or 15,000,000 kilometres annually. Our safety programs and procedures have helped us to achieve an exceptional standard of safe transportation for students, drivers, and vehicles.



## Parent Groups

Parents are vital and active participants in the life of our school communities. Every school in Thames Valley has a School Council that provides input and advice to school administrations on issues of concern. Regional and system issues are reviewed by a District School Council Committee that brings together a parent/guardian representative from across the Thames Valley.

Schools are further supported by strong Home & School Associations and Parent Teacher Associations. We encourage parents and guardians to become fully involved in the work of parent groups.

## Volunteering In Our Schools

Thames Valley welcomes volunteers in its elementary and secondary schools. While needs vary from school to school, volunteer opportunities are welcomed at every level to help with classroom support, reading and math tutoring, library assistance, music support and coaching.

Contact your principal for details if you think you can make a volunteer contribution to your school community.

## The Board of Trustees

The Board is comprised of 14 Trustees, including two each from Oxford, Elgin, and Middlesex, and six from London, supported by an appointed Native Trustee and a Student Trustee selected annually by student council representatives from across the Thames Valley.

Regular public Board meetings are held on the fourth Tuesday of each month. On the first Tuesday, the Board's Information Committee of the Whole meets to hear presentations from the public and from the Administration. The Board's Committee of the Whole meets on the second Tuesday of each month to consider recommendations from Standing and Ad Hoc committees.

All meetings begin at 7:00 p.m. in the Board Room of the Thames Valley Education Centre at 1250 Dundas Street, London, Ontario.

## Definition and Challenge of Occasional Teachers

Occasional Teachers are highly valued members of the education system and play an essential role in maintaining the continuity and excellence of the learning process.

The Ontario Education Act defines “Occasional Teacher” as a teacher employed to teach as a substitute for a teacher or temporary teacher who is or was employed by a District School Board in a position that is part of its regular teaching staff including continuing education teachers but,

- If the teacher substitutes for a teacher who has died during a school year the teacher’s employment as the substitute for him or her shall not extend past the end of the school year in which the death occurred; and
- If the teacher substitutes for a teacher who is absent from his or her duties for a temporary period, the teacher’s employment as the substitute for him or her shall not extend past the end of the second school year after his or her absence begins.

## Board Policies

The Thames Valley District School Board posts all policies and procedures at [www.tvdsb.on.ca](http://www.tvdsb.on.ca)

Occasional Teachers should note particularly the following policies:

- Assessment/Evaluation of Student Achievements
- Child Abuse and Protection
- Communicable Disease Procedure
- Computer Security Procedures
- Criminal Background Checks
- Discipline Policy
- Early Identification of Children’s Learning Needs
- Emergency Procedures
- Expulsion of Students
- Field Trips and Excursions
- FirstClass Conferences and FirstClass E-Mail Procedures
- Food in Our School Guidelines
- Freedom of Information and Protection of Privacy
- Harassment Policy
- Health & Safety
- Live Animals in the Classroom
- Medical/Health Support for Students
- Religious Observances - Accommodation of Staff
- Report of Employee Accident/Incident
- Safe Schools and Code of Conduct
- Supervision of Teaching Staff
- Suspension of Students



## ETFO Thames Valley Occasional Teachers' Local

521 Nottingham Rd., Ste 8, London, ON N6K 4L4  
Tel: 519-641-3936 • Fax: 519-641-6838  
Email: [etfotvot@gmail.com](mailto:etfotvot@gmail.com)

As an elementary Occasional Teacher for the Thames Valley District School Board, you are also a member of the Elementary Teachers' Federation of Ontario (ETFO). ETFO holds the bargaining rights for over 73,000 Elementary Teachers and Education Workers across the province who teach and support more than 92,000 children ranging in age from four to fourteen years. It is the largest teacher union in Canada outside of Quebec. ETFO provides legal support and counseling to members who are subject to unjust allegations; provides professional growth, leadership programs and curriculum resources; speaks out on issues of social injustice and equity and promotes public education.

More than 1500 elementary Short-Term and Long-Term Occasional Teachers are represented locally by the ETFO Thames Valley Occasional Teachers' Local. Our mandate is to secure through collective bargaining the best possible terms and conditions of employment and to promote and protect the interests of all members of the Local and the students in their care. We are committed to advancing the cause of education and the status of Occasional Teachers, to promote a high standard of professional ethics and a high standard of professional competence, and to foster a climate of social justice by providing a leadership role in such areas as anti-poverty, non-violence and equity.

For your protection, the Local reminds you to:

- Never leave your students unsupervised;
- Try not to be alone with a student;
- Do not physically touch a student;
- Be aware of your rights and obligations under the Collective Agreement, Board Policies, Teaching Profession Act and other relevant legislation;

Call the Local for assistance at 519-641-3936 at the first sign of difficulty.

Provincial assistance is available at 1-888-838-3836.

The ETFO Provincial website [www.etfo.ca](http://www.etfo.ca) keeps members abreast of current issues in education. Regularly check your Local's website [www.etfotvots.com](http://www.etfotvots.com) and newsletter, *The Supply Line* for local information throughout the year.



## The Collective Agreement

The Collective Agreement affects every member and is available on-line at the ETFO Thames Valley Occasional Teachers' Federation website and through the Employee Portal at [www.tvdsb.on.ca](http://www.tvdsb.on.ca).

The following are just a few of the provisions included:

**Removal from the list** – Annually, an Occasional Teacher must pay a membership fee to the Ontario College of Teachers by April 15th of each year, complete a Criminal Offence Declaration, teach five (5) days per year (unless on an extended leave of absence under Article 10.15) and complete an online *Statement of Intent to Remain on the List*.

**Online Statement of Intent to Remain on the List** – The Occasional Teacher must notify the Human Resource Services Department by April 30th of each year of his or her desire to remain on the List for the next school year via the electronic process.

**Evaluation Reports** - An Occasional Teacher may request an Evaluation by the school administrator if they have taught 10 or more days at the site, in accordance with the provisions of Article 5.05 of the Collective Agreement.

**Access to Permanent Positions** - When interviews are conducted for a position posted at the completion of the internal elementary staffing process, at least three (3) Occasional Teachers who have indicated an *Interest in an Elementary Teaching Position*, and who are qualified for the posted position and who apply for the posted position shall receive an interview when interviews are conducted for the posted position for a school.

For pool hiring, at least fifteen (15) Occasional Teachers who have indicated an *Interest in an Elementary Teaching Position*, and who are qualified for the position(s) for which pool hiring is occurring and who apply for the position(s) shall receive an interview when interviews are conducted.

**Apply To Education Fees** - All contract positions are posted on the Apply to Education Network at [www.applytoeducation.com](http://www.applytoeducation.com). Applicants must maintain an active subscription to apply to job postings online as they become available.

Any Occasional Teacher who has submitted an *Interest in an Elementary Teaching Position* and who has received an evaluation within the preceding twelve (12) calendar month period submitted by June 30, shall be enrolled in Apply to Education with the fee paid (single Board) by the Board so long as the Board continues to use that method of receiving applications for teaching positions.



# Expectations and Responsibilities of the Occasional Teacher

## Working Conditions:

1. The normal responsibilities of an Occasional Teacher are to fulfill the teaching duties of the Elementary Teacher being replaced.
2. The School Administration shall endeavour to provide the following in-school information. This information will generally be located in the individual Teacher's daybook.
  - A timetable for the Occasional Teacher's assignment (including supervision periods)
  - A schedule identifying period times
  - A floor plan of the school (if available)
  - The school Code of Behaviour and classroom discipline procedures
  - Information on how to obtain necessary equipment
  - Names and positions of individuals who can provide assistance
  - An up-to-date class list
  - Name(s) of high risk student(s) and any applicable special programme(s) with the time and place where they receive support
  - Name(s) of student(s) transported by bus and/or taxi
  - An up-to-date seating plan (where applicable)
  - A general outline of classroom routines which includes washroom, attendance, and entry and dismissal procedures
  - Planning for the first day of absence
  - Computer and generic passwords

Fire drill and emergency procedures will be located within the classroom.

3. Unless hired for a long-term occasional assignment in accordance with the provisions of Article 15, an Occasional Teacher shall not be assigned supervisory duties prior to the commencement of class on the first morning of an assignment or prior to the commencement of afternoon class if it is a half-day assignment.
4. The Occasional Teacher shall endeavour to provide written feedback to the Teacher being replaced at the conclusion of the occasional assignment. Such feedback will generally include comments on the progress of lessons taught, problems encountered and where appropriate, success achieved and marks for work completed by students within the occasional assignment.

## Responsibilities:

An Occasional Teacher fulfills all of the responsibilities of the Teacher that is absent. This means that the Occasional Teacher assumes the same timetable, duties, classroom assignments, and preparation times as the Teacher being replaced. The Occasional Teacher is expected to complete the marking of students' work and leave detailed information for the regular teacher prior to leaving the school at the end of the day.

## **WHEN YOU ARRIVE AT THE SCHOOL...*What do I do?***

- Check in at the office to announce your arrival
- Introduce yourself to the school secretary and administration
- Pick up keys to the classroom
- Locate the other rooms you may need throughout the day. A school map may be provided to you or there may be one in the classroom. Find the staff room, the workroom, and the staff washroom
- Locate the daybook, seating plan and prepare for the day

## **WHAT ELSE SHOULD I DO?**

- Perform any tasks necessary to execute the lessons (e.g. photocopying, cutting, reading information in a textbook)
- Find the seating plan; if there isn't one, be prepared to make one
- Familiarize yourself with school safety routines (e.g. fire drills), school timetable, yard duty supervision schedule, and school discipline policy
- Find a class list and prepare name tags
- Review any behaviour plans that exist to ensure you will maintain consistency for those students involved
- Identify the names of students with high needs, allergies, and those requiring medications. It is a good idea to identify those students as soon as they enter the classroom
- Review the in-school support program timetable (e.g. special education, ESL)
- Find out if you need to collect anything from students (e.g. money, homework)
- Find out if there are any special events happening in the school (e.g. pizza day, school assembly, special visitor)

## **WHAT DO I NEED TO TAKE WITH ME TO THE TEACHING ASSIGNMENT?**

In order to ensure you are prepared to handle just about any situation, you need a bag full of materials that may be used to enhance an activity, for time between activities, or to assist in creating a lesson:

- Blank name tags/cards for students
- Coloured chalk and markers
- Whistle
- Deck of cards
- Stickers, stamps and stamp pad
- Music – CDs/tapes
- Videos (e.g. suitable for language arts)
- Water soluble markers (for overhead transparencies)
- Pens
- Flash cards
- Props (puppets, games, etc.)
- Small prizes or incentives
- Variety of books (picture, joke, trivia, puzzle, etc.)
- Emergency lesson plans
- Index cards
- Activities for early finishers

## GETTING OFF TO A GOOD START

- Be ready to meet the students with a smile!
- Introduce yourself
- Be firm but positive as you tell the students what to do as they enter the classroom
- Begin your instructional day immediately after opening exercises
- Follow the established routines
- Seek out students to assist you with your understanding of routines
- Get to know the students by name as quickly as possible
- Catch some students “doing something good!”
- Plan for quiet times
- Plan for active times
- Establish behavioural expectations with the students
- Allow students to respond to behavioural expectations in the areas of safety, order and learning
- Stick with the host teacher’s plans if possible
- Don’t attempt to teach a lesson about which you are not certain. Most teachers would rather return to a lesson untaught than a lesson that was poorly taught
- Keep it moving!
- Have at least one positive interaction with each child each day
- Celebrate the good things that are happening; focus on the positive
- Have fun, enjoy yourself...the children want you to succeed
- Check back in the daybook to see what the teacher has been doing
- Ask if any students have notes or money to hand in
- Make sure to distribute material to send home
- KNOW YOUR COLLECTIVE AGREEMENT!

## THE “TIME TO SPARE” LESSON

Experienced Teachers claim that most problems with student attention and behaviour occur when there is an unavoidable break in the continuity of the instructional day. Sometimes an activity takes less time than planned or it takes more time than you anticipated but not enough time to cover two time segments. On most days in the classroom there are moments of perhaps five to fifteen minutes between planned learning activities during which students have “nothing to do.” To avoid opportunities for classroom disruption and confusion, it is important to be prepared when you find your students with time on their hands.

The following are some suggestions for activities meant to fill a short break. The intention is to maintain students' attention by involving them in an interesting and enjoyable learning experience.

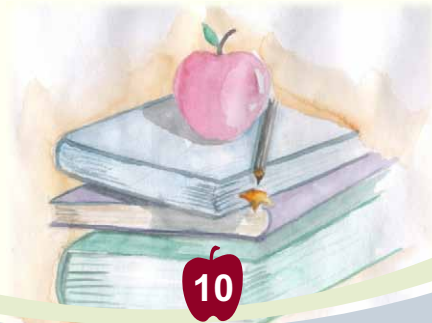
- Do a stretching or resting activity
- Carry an interesting object and let students ask twenty questions
- Use oral story problems in math
- Read about a scientific discovery from "Owl Magazine"
- Play a new song and have students reflect on its meaning
- Play educational charades
- Play-act work roles and have teams guess the roles
- Read a short story
- Use a list of tongue twisters
- Use a class set of books and let students read aloud, one at a time
- Sing action songs
- Ask students where they have traveled (use a globe for reference)
- Do word searches or crosswords
- Make cards/letter to the absent teacher

### **END OF THE DAY CHECKLIST**

- Ensure that students have completed their usual end-of-day activities (e.g. fill out planner, homework review)
- Distribute newsletters or notes that need to go home with students
- Ask students to assist with tidying the room
- Tell students how much you enjoyed working with them

### **BEFORE YOU LEAVE** *Make sure you...*

- Leave the room in the tidy condition in which you found it
- Identify work completed and work substituted
- Leave anecdotal remarks for the teacher – be honest but positive
- Mark all the work that was completed that day
- List the names of students who were helpful and those who could have been more supportive
- Thank all the staff and students who assisted you during the day
- Take with you all your teaching and personal effects
- Check in at the office before you leave
- Maintain confidentiality and a personal attitude about the school



## Professional Conduct - The Teaching Profession Act

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 that member with a written statement of the report at the earliest possible time and not later than three days after making the report;
  - c) Refuse to accept employment with a board of trustees whose relations with the Federation are unsatisfactory.
2. Under Section 18(1), Regulations made under the Teaching Profession Act, 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 member's local group of fellow members.

## Ontario College of Teachers

The Ontario College of Teachers is responsible for Teacher certification. Membership fees are due December 31st of each calendar year and must be paid before April 15th of the following year. Those in a LTO on January 1 will have the fee deducted by the Board, Otherwise, you are responsible for payment of your own membership fees prior to the deadline. Payment must be remitted to:



Ontario  
College of  
Teachers

Ontario College of Teachers  
121 Bloor Street East, Sixth Floor  
Toronto, Ontario  
M4W 3M5

Or on-line by credit card at: [www.oct.ca](http://www.oct.ca)

Make sure you include your Social Insurance Number and College registration number and mark as "annual fees" to ensure proper credit. If you will not be teaching again, inform the College that you are "retiring" to avoid being "suspended for non-payment of fees." Please note that the College reinstatement fee for late payment is additional to the annual fee.



## **Thames Valley Absence Reporting and Replacement Information System (TVARRIS)**

TVARRIS is the acronym for the automated substitute calling system used by the Thames Valley District School Board. TVARRIS may be accessed on-line through the Employee Portal or directly by clicking on “Employees,” then “TVARRIS.” You may also access this system via telephone. You will be asked to input your User ID (your telephone number) and your PIN. The system phone number is 519-452-8970 and the Help Desk number is 519-452-8933. The system allows you to automatically change the phone number you wish to be called at, hear available jobs, review or cancel assignments, review or modify a period of unavailability, review or modify daily availability, as well as accept or reject assignments. The system will begin calling at 6:00 a.m. on weekdays for same-day assignments and 7:00 to 11:00 p.m. Monday through Thursday and Sunday evenings for future assignments.

Complete details on how to use the system are found in the Employee Portal.

### **Vacancies – Short Term Assignments**

Calling of daily, Short-Term Occasional Teachers is performed by the automated calling system TVARRIS and only Occasional Teachers on the approved list shall be contacted for assignments. (Article 6.02). All schools have a “short list” of preferred substitute teachers that are called first through TVARRIS. Thus it is helpful to introduce yourself to the office of the schools you wish to teach at and ask to be placed on their “short list”.

### **Vacancies – Long Term Occasional Assignments (LTOs)**

When it is pre-determined by at least 10 school days in advance that a Teacher will be absent for 10 or more consecutive teaching days, the vacancy will be posted for 5 days. Only qualified, non-probationary Occasional Teachers, covered under the Collective Agreement who are members in good standing with the Ontario College of Teachers will be hired for long-term occasional teaching assignments.

### **Accessing Long-Term Occasional Postings**

LTO postings are accessed from the Thames Valley District School Board’s main page by clicking on “Employees,” then “First Class Staff email” on the drop down menu. Login, then click on “Occasional Teachers” followed by “Occasional Elementary.” Submit your application for these positions by following the instructions given (i.e. via fax or e-mail to the principal)

If a LTO position is not filled using the posting procedure noted above, it may then be posted on Apply to Education at [www.applytoeducation.com](http://www.applytoeducation.com).

### **First Class E-mail**

FirstClass is the e-mail tool provided by the Thames Valley District School Board to its staff for professional (not personal) correspondence. You can access your e-mail account by going to the Board’s website at <http://www.tvdsb.on.ca>. Click on Employees/FirstClass Staff Email. If you are a new employee you must contact the I.T.S.Help Desk at 519-452-2005 and

request them to set your FirstClass password so you may login. You must be an employee to have this done. Please have your employee number ready.

To launch FirstClass E-mail, click on the FirstClass icon on the Desktop, or from the Start Menu. You will then be prompted for a username and password. You should change your password on a regular basis to ensure confidentiality.

FirstClass Checklist – Regularly check the following:

- Occasional Teacher Conference/Folder
- Mailbox
- News
- Urgent news

## **Employee Portal**

“My TVDSB” is the Employee Portal for the Thames Valley District School Board. It is the primary source of information for Board staff, and is specifically tailored to you as an individual. Through “My TVDSB” you can access everything from your Collective Agreement and pay statements to the school year calendar.

The Employee Portal is accessed through the home page of the Thames Valley District School Board website ([www.tvdsb.on.ca](http://www.tvdsb.on.ca)) by clicking on “Employees”, then “Employee Portal” on the drop-down menu. You may also access it directly at <http://webapps.tvdsb.on.ca/lgn/lgn.asp>. The Employee Portal allows you to access a variety of information including your own personal data, TVARRIS, your collective agreement, and outside links. To enter the Employee Portal you will be prompted to enter your FirstClass user name and FirstClass password. You must be an employee to have a username/password. If you are a new employee please call the Help Desk at 519-452-2005 to have your account activated.

There are three main areas of the portal home page:

### *1) The Banner Area*

- Links to First Class E-mail and the Employee Portal
- Links to the TVDSB directory and the Education Centre Meeting list
- Links to department and school websites
- The logout button

### *2) The Application List*

- The Application List contains links to a number of Board applications. The list of applications is relevant to your particular job group. If a menu doesn't appear then call the Help Desk

### *3) The Information Sections*

- The main portion of the screen is broken into sections for ease of use. Each area is titled to reflect the contents of the section. The sections are: Personal Information, Staff Development and Training, Toolbox, What's New, Reference, Other Links, Employee Groups, and Classroom Links

The Employee Portal allows you to:

- 1) **“View/Change My Personal Information”** – submit address or other personal information changes online to Human Resource Services.
- 2) **“View My Pay History”** – select and view your pay details for a certain pay period and print a paper copy of your pay information.
- 3) **“View My Pay Schedule”** – check what days your pay will be deposited.
- 4) **“Complete Your Offence Declaration”** – legislated annual declaration is completed and submitted online.
- 5) **TVARRIS** – the Thames Valley Absence Reporting and Replacement System (TVARRIS) may be accessed through the Employee Portal. Once you click on “TVARRIS” you will be prompted to type in your user ID (your phone number) and your PIN. You may then search for jobs, review previously accepted assignments, and modify your own profile.
- 6) **“Occasional Teachers’ School Selections”** – make your TVARRIS school selection from the main page of the Employee Portal by clicking on the left margin - “HRS Applications” and “Occasional Teachers’ School Selections” on the drop-down menu.
- 7) **“View My Collective Agreement”** – refer to your entire collective agreement between the Thames Valley Occasional Elementary Teachers’ Federation and the Thames Valley District School Board.
- 8) **“Staff Development and Training”** – click on the “Registration Access” button to view and register for the current course offerings.

Familiarize yourself with the many sources of information available at this page. For immediate assistance call the Help Desk at 519-452-2005.

Detailed Employee Portal hands-on workshops are offered free of charge by Information Technology Services.

Register for these classes via the Employee Portal.



## Pay and Benefits

Occasional Teachers are paid by direct deposit for days worked on a bi-weekly basis. The pay schedule is available on the Employee Portal.

### Short-Term Occasional Teachers

Short-Term Occasional Teachers, certified to teach in elementary schools in Ontario, are paid a per diem rate, which includes vacation pay and statutory holiday pay. The per diem rate is found in the Appendix of your Collective Agreement.

Remuneration paid to Occasional Teachers is pro-rated for assignments to positions on less than a full-time basis, but in no circumstances will a short-term Occasional Teacher be paid for less than one-half (½) day.

### Long-Term Occasional Teachers/LTO's

An Occasional Teacher employed to teach for a period of ten (10) or more consecutive teaching days as a substitute for the same teacher shall be paid, effective the tenth (10th) day and retroactive to the first (1st) day of the assignment, a per diem rate which includes vacation pay and statutory holiday pay, in accordance with the applicable salary rate of the salary grid(s) for Elementary Teachers in effect during the assignment. The applicable salary rate will be in accordance with the Recognized Teaching Experience and Category Placement set forth in Collective Agreement articles 7.08, 7.09, 7.10, and 7.11 respectively. The per diem rate shall be calculated by dividing the applicable salary rate by the total number of school days contained in the Board's School Year Calendar for the applicable school year.

LTO's should ensure that the information on their copy of the Long-Term Occasional Assignment Form, is accurate.

### Benefits for Long-Term Occasional Teachers

A Long-Term Occasional Teacher in a continuous assignment which extends beyond three (3) months shall be paid an additional amount per day worked in accordance with Article 8.01, (pro-rated for part-time) in addition to regular salary, in lieu of benefits. This benefit commences the fourth working month and terminates at the end of the long-term assignment.

### Category Classification - QECO:

- 1) Occasional Teachers shall be evaluated by the Qualifications Evaluation Council of Ontario (QECO) Programme 5 for category placement. A downloadable form is available at [www.qeco.on.ca](http://www.qeco.on.ca).
- 2) It is the responsibility of the Occasional Teacher to provide the Board with a Qualifications Rating Statement and any supporting documents prior to July 31 for retroactive adjustment. Without a QECO rating, you will not be paid on grid.

## Recognized Teaching Experience

The following shall apply for the purpose of determining teaching experience for the purposes of Long-Term Occasional Teachers:

- a) Effective 2003 September 01, the determination of teaching experience for placement on the appropriate grid step of the salary grid will be based on the years of post-certification teaching in a publicly supported elementary or secondary school, a Board recognized privately supported school, College, University, Technical Institute, Professional School, Trade School or Educational Organization or Institution as of September 01 in any school year computed to the nearest one-tenth (0.1) of a year.
- b) Experience gained in a single assignment of at least ten (10) consecutive days with the Thames Valley District School Board of one (1) or more of the four (4) predecessor Boards shall also count as experience for salary purposes.

All experience recognized for a long-term occasional assignment in a predecessor Board collective agreement which was counted for Years of Experience in a long-term occasional assignment prior to 2000 September 01 shall count as experience for salary purposes.

- c) Teaching experience for salary purposes does not include night school teaching, summer school teaching, and continuing education teaching experience.
- d) Effective 2006 September 01, short-term occasional teaching experience as of 2003 September with the Board shall be recognized such that twenty (20) days of accumulated experience in the preceding school year shall equate to one-tenth of a year of credit.
- e) Effective 2006 September, Occasional Teachers will be credited as 0.1 year of experience for every 20 consecutive days of teaching in a single assignment with any publicly supported school up to a maximum of 1 year in any school year.
- f) Long-Term Occasional Teachers on Pregnancy Leave, Parental Leave, or Adoption Leave shall accumulate experience for salary purposes as if they had continued to work during that period of the school year.
- g) The onus shall be on the Long-Term Occasional Teacher to provide documentation of previous teaching experience by July 31st of the school year in which the LTO assignment occurred.

The total teaching experience shall be applied on the basis of 190 days of teaching experience is equal to 1 year of experience. Every 20 days of teaching experience shall be equal to one-tenth year's experience.

Each LTO will receive an LTO form which indicates their Category, Grid Level and Daily Rate. Please review this form to ensure you are being paid at the appropriate rate.

## Sick Leave for Long-Term Occasional Teachers

A Long-Term Occasional Teacher who is employed in a pre-determined assignment will be granted two (2) sick leave credits per month based on the FTE of the pre-determined assignment. Such credit will be granted at the beginning of the assignment. A Long-Term Occasional Teacher who is not employed in a pre-determined assignment, will be granted (1) sick leave credit based on FTE for each ten (10) days of long-term occasional assignment completed. Unused sick leave credits will be accumulated and carried forward to a maximum of twenty (20) days from one (1) long-term occasional assignment to another long-term occasional assignment within a given school year and in the subsequent school years.

## Religious Holidays

A maximum of 3 paid days per school year will be granted to Long-Term Occasional Teachers without loss of sick leave credit. Application must be made to Human Resource Services three weeks in advance per Board Policy.

## Leaves of Absence

Voluntary – A voluntary leave of absence for one (1) year to commence September 01 shall be granted by the Executive Superintendent of Human Resource Services or designate, upon written request of an Occasional Teacher, provided:

- a) the request is received by June 30 of the calendar year in which the leave is to begin
- b) the leave shall be without remuneration or sick leave and time spent on leave shall not count as teaching experience
- c) the Occasional Teacher on leave may request an extension of the leave by June 30 of the first year of leave for a maximum of 1 additional year
- d) the name of an Occasional Teacher on a voluntary leave of absence shall be removed from the Occasional Teachers' list while that occasional teacher is on leave and shall be returned to the list at the end of the leave upon submission of a current Ontario College of Teachers' certificate of qualification.

For detailed information regarding all leaves, refer to your Collective Agreement.

## Evaluation Procedures for LTOs

- a) After ten or more days at the site, an Occasional Teacher may request an evaluation by the applicable School Administrator (Principal or Vice-Principal or acting Principal or acting Vice-Principal). Such evaluation shall be conducted in accordance with the Board's normal evaluation policy.
- b) An Occasional Teacher will receive a copy of any written documentation about his/her performance and will have the opportunity to sign as having read it and is entitled to make comments if he/she desires. Such documentation and comments will be retained as part of the Occasional Teacher's file.



## Evaluation Reports

The Evaluation Report for an Occasional Teacher in a long-term occasional assignment of twenty days or longer, reviews five Areas of Expectations:

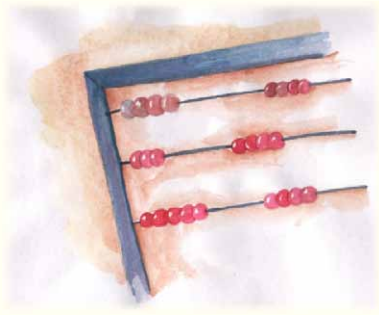
1) *Planning and Preparation*, 2) *Classroom Environment*, 3) *Assessment and Evaluation*, 4) *Instruction*, and 5) *Ongoing Professional Leadership and Learning*.

Principals are asked to comment on the applicable expectations and then to provide a general assessment of satisfactory or unsatisfactory. The benchmarks for each expectation are not specified on the OT Evaluation Report; there is, however, a cross-reference to the Performance Appraisal Report for Teachers. These are the benchmarks (“descriptors”) used for Teacher Appraisals:

- 1) Planning and Preparation:** Reflects knowledge of subject matter, current courses of study or curriculum/policy statements; Includes variety of approaches to address various learning styles and abilities; Addresses issues of equity and diversity; Includes consideration of safety of students; Materials and resources support instructional expectations; Teacher uses assessment results to plan for individuals and groups; Allows for students to refine and extend the curriculum expectations.
- 2) Classroom Environment:** Safe for all students; Demonstrates caring and respect for students; Promotes polite and respectful student interactions; Promotes the value of learning; Maximizes learning; Routines and duties are well organized and occur smoothly to maximize instructional time; Teacher maintains standards of conduct which are clear and consistent with the school’s code of behaviour; Teacher’s responses to student behaviour are consistent, appropriate, and respect students’ dignity.
- 3) Assessment and Evaluation:** Assess and evaluates student learning; student approaches to learning and the achievement of curriculum expectations; Gathers data on student performance using variety of assessment strategies; Keeps a continuous and comprehensive record of group and individual achievement; Reports and provides ongoing feedback of individual achievement.
- 4) Instruction:** Communicates clear, challenging and achievable expectations for students; Instructions are clear, explicit; Uses correct oral/written questions which provide an opportunity for responses at a variety of cognitive skill levels; Instruction focuses students on the lesson; Activities build on students’ prior knowledge and experience; Teacher listens attentively and responds appropriately to students’ contributions; Feedback provided promptly to students; Adjusts lessons to enhance learning as appropriate; Links content and skills to everyday life experiences; Links instructional activities directly to student expectations and assessment results.
- 5) Ongoing Professional Leadership and Learning:** Teacher participates in ongoing learning and professional growth; Assists the Principal in maintaining close cooperation and coordination of effort among the members of the staff and the learning community; Supports school activities.

## Ontario Teachers' Pension Plan

If you are an Occasional Teacher receiving a pension from the OTPP, you may teach for 95 days per school year without affecting your pension. After 2006 August 31, the restriction reverts to 20 days per school year. This limit includes occasional teaching, professional development days, night school and summer school teaching. At the end of the month following the 96th (or 21st) day of teaching, your pension stops and you will begin recontributing to the plan. You may continue to teach to the end of the month in which you've reached your limit without affecting your pension if you stop teaching at month's end and do not resume teaching until the next school year (i.e. if you reach day 95 at the beginning of the month you could teach the additional 19 days of that month without penalty.) For further information, call the Ontario Teachers' Pension Plan Board at 1-800-668-0105 or visit [www.otpp.com](http://www.otpp.com) and ask for the publication "Teaching After Retirement".



Each day you work as an Occasional Teacher, you are contributing to the Ontario Teachers' Pension Plan (OTPP). If you work ten or more days during a school year, you will earn a qualifying year towards the 85 factor necessary for an unreduced pension. Call your Pension Plan at 1-800-668-0105 to determine how many qualifying years you have in the plan. Have your Social Insurance Number ready to give to the operator.

## Employee Accident Reporting

Under the Workplace Safety & Insurance Act an employer **must** submit a Workplace Safety and Insurance Form (record of injury/disease) to the Workplace Safety and Insurance Board within three (3) days of learning of the "accident" resulting in medical aid, or health care or be penalized \$250.00.

Workplace Safety and Insurance Act defines "accident" as follows:

1. a willful and intentional act, not being the act of a worker
2. a chance event occasioned by a physical or natural cause, and
3. disablement arising out of and in the course of employment

This includes a student attack or an unintentional incident involving a student.

Each location should have a copy of the FORM 82 poster (WSIB black & yellow) displayed in a prominent place which outlines the employer and employee responsibilities in the event of an "accident".

To report an "accident or suspected work related illness" resulting in medical aid or health care, please follow this procedure:

In order to fulfill the reporting requirement, the "accident or suspected work related illness" must be reported immediately by phone to Human

Resource Services ext. 2599. The necessary information will be taken and a Workplace Safety & Insurance Form will be completed and sent to the Workplace Safety and Insurance Board.

If the employee is absent from work as the result of an “accident or work related injury or illness,” the employee’s absences should be reported (even if there is no supply required) until direction to do otherwise is received from Human Resource Services.

Report incident to Principal.

### Professional Development

LTOs are exempted to attend Professional Development activities offered by the Board on PA days. The Board will pay Occasional Teachers to participate in four (4) half-day designated PA days for Occasional Teachers. PD opportunities are posted by the Board in the Employee Portal under “Registration Access,” and in the OT newsletter and website at [www.etfotvots.com](http://www.etfotvots.com). An OT may attend without pay any schedule PA Day arranged by the Board if space is available.

### School Calendars

School calendars are on the Board website at [www.tvdsb.on.ca](http://www.tvdsb.on.ca).

### School Bus Delays and Cancellations

Adverse weather conditions often prompt the Thames Valley District School Board to delay or cancel student transportation service in the interest of student safety. Listen to the local media or check the home page of the Thames Valley District School Board’s website at [www.tvdsb.on.ca](http://www.tvdsb.on.ca) for up-to-date information regarding school bus delays or cancellations. Occasional Teachers are expected to report to teach regardless of delays/cancellations to the student transportation service. Do **not** report to teach if a school is announced as **closed**.

### Periods of Unavailability

During the school year, if you have an assignment outside of TVDSB you need to request a leave of absence from the Board (see section entitled Leave of Absence). Other short term periods of unavailability may be programmed into TVARRIS on-line or over the telephone. See the section on TVARRIS for details.



## Removal from the List

An Occasional Teacher's name shall be removed from the List for the following reasons:

- 1) The Occasional Teacher requests, in writing, to have his or her name removed from the List.
- 2) The Occasional Teacher is removed in accordance with the Just Cause clause.
- 3) The Occasional Teacher has had qualifications revoked by the Ontario College of Teachers or has not maintained membership.
- 4) The Occasional Teacher has not taught five (5) days in the previous school year unless such Occasional Teacher has been granted an extended leave in accordance with the provisions of Article 10 of the collective agreement.
- 5) The Occasional Teacher has failed to provide the Board with a change of name, address and/or telephone number required by the Board to contact the Occasional Teacher.
- 6) The Occasional Teacher has not completed by April 30th the online *Statement of Intent to Remain on the List*.

## Important Contacts

ETFO OT Local	519-641-3936 / Fax 519-641-6838 etfotvot@gmail.com
ETFO Provincial	1-888-838-3836 www.etfo.ca
QECO	1-800-385-1030 www.qeco.on.ca
Ontario College of Teachers	1-888-534-2222 www.oct.ca
The Teachers Pension Plan	1-822-668-0105 www.otpp.com
TVDSB Payroll Helpline	519-452-2521
Manager - Human Resource Services	519-452-2000 x20261
Staffing Officer - Occasional Teachers	519-452-2000 x20272
Assistant - Occasional Teachers	519-452-2000 x20278

## ACRONYMS USED IN EDUCATION

ADD	Attention Deficit Disorder	JHSC	Joint Health and Safety Committee
ADHD	Attention Deficit Hyperactivity Disorder	JK/SK	Junior Kindergarten/Senior Kindergarten
AEFO	Association des enseignant(e)s franco-ontariens	LST	Learning Support Teacher
AEP	Annual Education Plan	LTD	Long Term Disability
AQ	Additional Qualifications	LTO	Long-Term Occasional Teacher
AV	Audio-Visual	MSDS	Material Safety Data Sheet
CA	Collective Agreement	NTIP	New Teacher Induction Program
CAS	Children's Aid Society	OCT	Ontario College of Teachers
CAT	Canadian Achievement Test	OECTA	Ontario English Catholic Teachers' Association
CBC	Collective Bargaining Committee	OHSA	Occupational Health and Safety Act
CEC	Community Education Centre (Central, East, and South)	OISE	Ontario Institute for Studies in Education
CLC	Canadian Labour Congress	OPC	Ontario Principals' Council
CPP	Canada Pension Plan	OPSBA	Ontario Public School Boards' Association
CPRI	Child Parent Research Institute	OPSTF	Ontario Public School Teachers' Federation
CTF	Canadian Teachers' Federation	OSR	Ontario Student Record
DC	Developmentally Challenged	OSSTF	Ontario Secondary School Teachers' Federation
DRA	Developmental Reading Assessment	OT	Occasional Teacher
EA	Educational Assistant	OTF	Ontario Teachers' Federation
EAP	Employee Assistance Plan	OTIP	Ontario Teachers' Insurance Plan
EI	Employment Insurance (formerly UI/Unemployment Insurance)	OTPP	Ontario Teachers' Pension Plan
ELMO	Elgin, London, Middlesex, Oxford (founding school boards)	PA	Professional Activity
ENO/REO	Education Network of Ontario/reseau educatif de l'Ontario	PAR	Position of Added Responsibility
EPP	Education Program Plan	PD	Professional Development
EQAO	Education Quality and Accountability Office	PE	Physical Education
ESL	English as a Second Language	PRS	Professional Relations Services (ETFO service/office)
ESP/PSP	Education Support / Professional Support Personnel	QECO	Qualifications Evaluation Council of Ontario
ETFO	Elementary Teachers' Federation of Ontario	RTO	Retired Teachers' of Ontario
FSL	French as a Second Language	SEAC	Special Education Advisory Committee
FWTAO	Federation of Women Teachers' Association of Ontario	SEB	Supplemental Employment Benefits
FTE	Full Time Equivalent	SO	Supervisory Officer
HRS	Human Resource Services	TPA	Teaching Profession Act
IEP	Individual Education Plan	TPP	Teachers' Pension Plan
IP	Individualized Program	TVDSB	Thames Valley District School Board
IPRC	Identification Placement and Review Committee	WHMIS	Workplace Hazardous Materials Information System
ISA	Intensive Support Assistance (Special Education grant)	WISC-R	Weschler Intelligence Scale for Children-Revised
		WSIB	Workplace Safety and Insurance Board

