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## Occasional Teacher Roster 2018-2019 Application Information

This information package is designed to provide you with general information about occasional teaching with the Rainbow District School Board. For those teachers who are accepted for one or both of RDSB's Occasional Teacher Rosters (Elementary or Secondary), this document should be read in conjunction with the applicable Occasional Teacher's Collective Agreement.

Teachers included on the Elementary Occasional Teacher Roster are represented by ETFO. Teachers included on the Secondary Occasional Teacher Roster are represented by OSSTF. Depending on your qualifications and application you may be selected for both rosters.

Applications can be emailed to [hrt@rainbowschools.ca](mailto:hrt@rainbowschools.ca) or dropped off at the Centre for Education. Applications submitted via email will receive an automated reply advising your application package has been received.

### New Applicants to the Occasional Teacher Roster

New applicants for the Occasional Teacher Roster must complete the attached Appendix A application form and include the following with their application form:

- Cover Letter and Resume
- Employment References (name and contact information for three professional references)
- 2018 Ontario College of Teachers Certificate of Qualification and Registration
- Letters of Recommendation
- Practice Teaching Reports and/or Performance Appraisals
- Appendix B – New Teacher Declaration Form
- Criminal Background Check/Vulnerable Sector Screening that has been completed within the last six (6) months\*

\*A certified true copy can be provided by either bringing the original document and a copy to Human Resources at the Centre for Education, or to a RDSB School and asking the Principal to certify the copy and date it as a true copy of the original. Originals can be dropped off or mailed to the Centre for Education.

We recognize that some new teacher graduates or teachers trained outside of Ontario may not be certified by the Ontario College of Teachers. Teachers in these situations can apply without proof of Ontario College of Teachers Certification and will be given until August 31, 2018 to provide their Ontario College of Teachers Certificate of Qualification and Registration.

If an applicant wishes to confirm that their application package has been received by Human Resources, please contact Shannon Boyce at [boyces@rainbowschools.ca](mailto:boyces@rainbowschools.ca) or 705-674-3171 extension 7222.

Only applicants selected for an interview will be contacted by RDSB.

## Retired Teachers

Beginning September 1, 2012 a retired teacher will be able to work directly or indirectly for a TPP participating employer without affecting their Teacher's Pension for up to 50 days in a school year. Employers will report re-employment service without contributions. Retired teachers are required to track their days and contact TPP if they exceed the re-employment limit of 50 days. Please call TPP directly at 1-800-668-0105 if you have any questions regarding re-employment after retirement and to arrange contribution remittances.

## How the Occasional Teacher Roster is Used

The Occasional Teacher Roster is developed by panel (Elementary and Secondary) and is available to the school office staff through the RDSB secure intranet site. In addition, the Board uses the services of a call-out provider who also has access to the Rosters.

Calls to Occasional Teachers may be made by individual Principals, Vice Principals, school administration or the call-out provider. There is no guarantee of being called. Every attempt is made to give teachers advance notice of assignments however; teachers will also receive calls early in the morning for assignments on that day.

## Obligations of an Occasional Teacher

Candidates who are selected for our Roster must advise Human Resources of any changes in address, phone numbers, email addresses, or availability at 705-674-3171 extension 7222 or by email at [hrt@rainbowschools.ca](mailto:hrt@rainbowschools.ca). If you are on the Roster and you are not working for us, we will assume you are available. If you become unavailable for any period of time that exceeds one month you must inform Human Resources.

Teachers on our Roster have an obligation to work for the Board every year they are on the Roster. Details of these obligations are outlined in the respective Collective Agreements:

- ETFO – Article L12.01 (e)
- OSSTF – Article L14.04 (e)

## Rates of Pay – Effective September 2018

All Occasional Teachers are paid a daily rate for each full day of teaching. This daily rate is inclusive of pay for statutory holiday and vacation pay.

Certified Occasional Elementary Teachers current daily rate:

- Short Term Occasional Teachers - \$226.54 + \$7.50 = \$234.04

Certified Occasional Secondary Teachers current daily rate:

- Short Term Occasional Teachers - \$236.69 + \$2.37 = \$239.06

## Long Term Occasional (LTO) Assignments

When the Board becomes aware of an LTO assignment, the position will be posted and a teacher will be selected by the school Principal. Teachers will be selected from the Board's LTO List for these assignments. Teachers on the Board's Roster will only be considered if no qualified teacher on the LTO List is selected for the assignment.

Occasional Teachers who obtain LTO assignments are paid grid rate and have other entitlements outlined in the applicable Collective Agreement. All teachers who receive LTO assignments will receive a Letter of Appointment from Human Resources outlining their assignment and applicable grid rate.