



408 Wembley Drive, Sudbury, Ontario P3E 1P2 | Tel: 705.674.3171 | Toll Free: 1.888.421.2661 | [rainbowschools.ca](http://rainbowschools.ca)

## Occasional Teacher Roster 2019-2020 Re-application Information

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. This document should be read in conjunction with the applicable Occasional Teacher's Collective Agreement.

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.

### Re-applying to the Occasional Teacher Roster (Occasional Teachers who were on the 2018-2019 Occasional Teaching Roster)

An Occasional Teacher who was on the RDSB 2018-2019 Occasional Teacher Roster must complete the Appendix C form to be included on the 2019-2020 Occasional Teacher Roster. You must include a copy of your 2019 Ontario College of Teachers Certificate of Qualification and Registration with your Appendix C and submit to Human Resources by **Sunday, June 30, 2019 at 1:00 p.m.**

Occasional Teachers must apply to be on the Occasional Teacher Roster each school year. Do not assume that we will know that you want to teach the following school year. If you do not re-apply, we will assume that you are not interested in continuing your employment as an Occasional Teacher with RDSB.

### LTO List Teachers

If you were on the Elementary or Secondary LTO List during the 2018-2019 school year you will remain on the LTO List for the 2019-2020 school year **as long as you have submitted your application to remain on the Occasional Teacher Roster.**

### Confirmation of Inclusion on the 2019-2020 Occasional Teacher Roster

If your re-application is received by June 30, 2019 you will automatically be included on the Roster for the 2019-2020 school year. No confirmation will be sent. Returning teachers must check the Board's website for the new school year timesheet schedule.

It is the applicant's responsibility to ensure that their application has been received by Human Resources by **June 30, 2019 at 1:00 p.m.** If an applicant wishes to confirm that their application package has been received by Human Resources, please contact Heather Haines at [hainesh@rainbowschools.ca](mailto:hainesh@rainbowschools.ca) or 705-674-3171 extension 7222.

### Applying for Another Panel

Occasional Teachers currently on one of the Occasional Teacher Rosters (Elementary or Secondary) that wish to be considered for the other panel must indicate their interest on the Appendix C. Applicants who meet the qualifications/criteria for that panel will be required to go through the interview process to be added to the additional panel.

## 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 secretaries 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 August 2019

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 -  $\$229.94 + \$7.50 = \$237.44$

Certified Occasional Secondary Teachers current daily rate:

- Short Term Occasional Teachers -  $\$240.25 + \$2.40 = \$242.65$

## 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.