



408 Wembley Drive, Sudbury, Ontario P3E 1P2 | Tel: 705.674.3171 | Toll Free: 1.888.421.2661 | rainbowschools.ca

Occasional Teacher List 2023-2024 Re-application Information

Teachers included on the Elementary Occasional Teacher List are represented by ETFO. Teachers included on the Secondary Occasional Teacher List are represented by OSSTF. Depending on your qualifications and application you may be selected for both lists. This document should be read in conjunction with the applicable Occasional Teacher's Collective Agreement.

Applications can be emailed to hrt@rainbowschools.ca or dropped off at the Centre for Education – 408 Wembley Drive, Sudbury. Applications submitted via email will receive an automated reply advising your application package has been received.

Re-applying to the Occasional Teacher List (Occasional Teachers who were on the 2022-2023 Occasional Teaching List)

An Occasional Teacher who was on the RDSB 2022-2023 Occasional Teacher List must complete the Appendix C form to be included on the 2023-2024 Occasional Teacher List. You must include a copy of your 2023 Ontario College of Teachers Certificate of Qualification and Registration with your Appendix C and submit to Human Resources by **Friday, June 30, 2023**.

Occasional Teachers must apply to be on the Occasional Teacher List 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.

Confirmation of Inclusion on the 2023-2024 Occasional Teacher List

If your re-application is received by June 30, 2023 and you have worked the required number of days under the collective agreement, you will automatically be included on the List for the 2023-2024 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, 2023**. If an applicant wishes to confirm that their application package has been received by Human Resources, please contact Taylor Zyma at zymat@rainbowschools.ca or 705-674-3171 extension 7298.

Applying for Another Panel

Occasional Teachers currently on one of the Occasional Teacher Lists (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 List is Used

The Occasional Teacher List is developed by panel (Elementary and Secondary) and is available to the school Administration through the RDSB secure intranet site. In addition, the Board uses the services of Apply to Education to secure daily supply teachers.

Calls to Occasional Teachers may be made by individual Principals, Vice Principals, school secretaries or Apply to Education. There is no guarantee of receiving daily supply assignments. 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 List must advise Human Resources of any changes in address, phone numbers, email addresses, or availability at 705-674-3171 extension 7298 or by email at hrt@rainbowschools.ca. If you are on the list, we will assume you are available.

Teachers on our List have an obligation to work for the Board every year they are on the List. 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 2021

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 - \$244.65

Certified Occasional Secondary Teachers current daily rate:

- Short Term Occasional Teachers - \$250.01

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 can find postings under the groups section of their google work account. By selecting RDSB job postings, they can view the various opportunities available within the school board. In the subscription section of RDSB job postings, teachers can have postings directly to their inbox by selecting their preferences from “no email” to “each email”.

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.