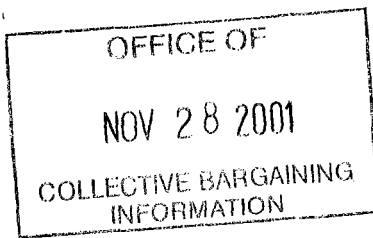


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**ELEMENTARY OCCASIONAL TEACHER  
COLLECTIVE AGREEMENT**

BETWEEN

**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD**

and

**THE ELEMENTARY TEACHERS' FEDERATION OF ONTARIO (ETFO)**

**September 1, 2000 to August 31, 2002**

12821(01)

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## **ARTICLE 1.00 - PURPOSE**

### **1.01**

It is the purpose and intent of the Parties to set forth reasonable and fair terms and conditions of employment and other related provisions and to provide for the equitable settlement of all matters in dispute which may arise between the Parties.

## **ARTICLE 2.00 - SCOPE AND RECOGNITION**

### **2.01**

The employer being the Hastings and Prince Edward District School Board (hereinafter referred to as "the Board") recognizes the Elementary Teachers' Federation of Ontario (EFTO) (hereinafter referred to as "the Union,") as the bargaining agent for all qualified Occasional Teachers employed by the Board in its elementary panel.

### **2.02**

The Union will inform the Board from time to time who is authorized to act on behalf of the Union.

### **2.03**

The Board shall notify the Union, in writing of the names of its Negotiating Committee.

### **2.04 (a)**

The Board will grant to the Union the equivalent of twenty (20) teaching days release time per school year, at the Board's expense, to be used for purposes related to negotiations. Such released members will receive pay and benefits. Such leave shall not constitute a break in service. Should the Union require more than 20 days as mentioned above, the Board shall provide further leave and the Union shall reimburse the Board for its actual replacement costs, if any.

### **2.04 (b)**

In addition, the Board shall grant further release time for additional members of the Union. The Union shall reimburse the Board for its actual replacement costs, if any. Such leave shall not constitute a break in service.

### **2.05**

The Board will recognize a Grievance Officer to represent Elementary Occasional Teachers employed in the elementary panel for the purposes of administering grievances.

### **2.06**

The Union and the Board recognize the right of each other to receive assistance from a duly authorized representative to assist in all matters pertaining to the negotiation and administration of this Agreement.

### **2.07**

When a member of the Occasional Teacher bargaining unit is elected or appointed to the position of Local President, that Occasional Teacher shall be paid the appropriate rate on the elementary teachers' grid according to her or his QECO rating and recognized years of experience and the Board will bill the Federation to recover the cost.

2.08

The Board will recognize a Health and Safety Representative for the Union and will provide the release time required to be a member of this committee at Board expense.

2.09

In all cases where an Occasional Teacher receives pay under this Article, the time for which the Occasional Teacher is paid shall be treated in all other respects as if it were time worked.

2.10

The Union shall notify the Board in writing of the names of persons elected to office in the Union and of persons authorized by the Union to represent Occasional Teachers in a particular area/unit/workplace or combination of areas/units/workplaces on behalf of the Union now called Occasional Teacher Stewards.

2.11

The Board shall provide an Occasional Teacher mailbox at each school to facilitate communication with Occasional Teachers.

2.12

The Board shall provide the Union with access to the Board's internal mail services.

2.13

The Board shall provide to the Union bulletin board space in each elementary school for the posting of notices which may be of interest to Occasional Teachers.

2.14

The Union shall be allowed to carry out Union business on the Board's premises outside of regular school hours subject to the Board's Community Use of Schools' Policy.

2.15

An Occasional Teacher's attendance at a meeting at any stage of the grievance procedure shall be without loss of pay or any other entitlement. As far as practicable, such meetings shall be held during the school day.

2.16

The Board shall supply the Union with a list that reflects the Home School designation.

2.17

The Board will offer all Occasional Teachers e-mail service for educational and administrative purposes.

## **ARTICLE 3.00 - DEFINITIONS**

3.01

"Occasional Teacher" shall mean an "Occasional Teacher" as defined in the *Education Act*,

3.02

A Long term Occasional Teacher shall mean a teacher who is replacing the same regular teacher for a period of ten (10) days or more. The original length of the assignment is known in advance.

### 3.03

**An** Extended Occasional Teacher shall mean a teacher who began an assignment as a Casual Occasional Teacher and is replacing the same regular teacher for ten (10) days or more. The length of the assignment is not known in advance.

### 3.04

A Casual Occasional Teacher shall mean a teacher who is not an Extended or a Long Term Occasional Teacher.

### 3.05

“Occasional Teacher List” means a list of all teachers currently holding Ontario College of Teachers’ Qualifications who have been accepted by the Board to teach as Occasional Teachers in the elementary panel.

### 3.06

“Board” shall mean the Board and its predecessors.

## **ARTICLE 4.00 - UNION DUES AND ASSESSMENTS**

### 4.01

The Board shall deduct for every pay period for which an Occasional Teacher receives a pay, union dues and assessments. Dues and assessments deducted in accordance with this article shall be forwarded to the General Secretary of the Elementary Teachers’ Federation of Ontario within thirty (30) days of the dues being deducted. The Union shall inform the Board, from time to time, of the amount of such dues and assessments.

### 4.02

The payment shall be accompanied by a dues submission list showing the names, wages earned, dues and assessments deducted, and the number of days worked for each Occasional Teacher from whose wages the deductions have been made. In addition to providing a computer print out of this information, the Board shall, where available, provide the information in electronic form.

### 4.03

All Occasional Teachers on the Master List shall, as a condition of employment, maintain membership in the Union or join the Union within thirty (30) days after the signing of this Agreement and remain members in good standing. All new Occasional Teachers shall, as a condition of employment, join the Union within thirty (30) days and remain members in good standing with the Ontario College of Teachers.

### 4.04

It shall be the responsibility of Elementary Occasional Teachers to provide the Board with their Ontario College of Teachers’ Certificate of Qualification.

## **Payroll Deduction**

### 4.05

At the request of the Union, the Board shall make the appropriate payroll deductions from an Occasional Teacher’s pay for the purposes of a Local Union Levy.

#### 4.06

This Local Union Levy shall be forwarded directly to the president of the Union each month.

#### 4.07

The payment shall be accompanied by a levy submission list showing the names and levy deducted for each Occasional Teacher from whose wages these deductions have been made.

### **ARTICLE 5.00 - RIGHTS AND RESPONSIBILITIES**

#### **Exercise of Rights**

##### 5.01

The Board agrees that its rights and responsibilities shall be exercised in a manner consistent with this Collective Agreement and the prevailing statutes.

#### **Statutory Responsibilities**

##### 5.02

The Board agrees to comply with the *Education Act*, the *Employment Standards Act*, the *Ontario Human Rights Code* and any other applicable statutes governing education and employment, and all regulations thereunder.

#### **No Penalty**

##### 5.03

The Board agrees not to penalize or discriminate against any Occasional Teacher **for** participating in the activities of the Union, including exercising any rights under this Collective Agreement or the prevailing statutes of Ontario.

#### **No Discrimination**

##### 5.04

There shall be no discrimination, harassment, interference, restriction or coercion exercised or practiced against an employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, family status, or handicap, as these are defined under the *Ontario Human Rights Code* as amended, or because of participation in the activities of, or membership in, the Union.

#### **Harassment**

##### 5.05

It is the obligation of the Board to ensure that every Occasional Teacher is free from harassment in the working environment.

#### **Evaluations**

##### 5.06

Only Supervisory Officers, Elementary Principals and Vice-Principals shall evaluate an Occasional Teacher's competence.

##### 5.07 (a) i

Long Term Occasional Teachers shall be evaluated according to the same policy and procedures as probationary elementary teachers. Upon request, current policy and procedures shall be provided to the Union.

5.07 (a) ii

A Principal shall complete, upon the request of the Occasional Teacher only, a *summary* describing the Principal's assessment of the teacher's performance (Appendix A). The Principal shall complete the *summary* if the teacher requesting has completed 25 days of assignments in the school. Such a summary will include statements concerning instructions, classroom management and inter-personal skills. The Principal may complete the summary if the Teacher has completed less than 25 days assignments at the school at the Principal's discretion if the teacher so requests.

5.07 (a) iii

Extended Occasional Teachers shall be evaluated according to Article 5.07 (a) i if they have completed two months or more in one assignment in a school. They shall be evaluated according to Article 5.07 (a) ii if they have been in **an** assignment less than two months.

5.07 (b)

The method of evaluating Occasional Teachers shall be reviewed annually by the Occasional Teacher/Board Relations Committee.

**Just Cause**

5.08 (a)

No Occasional Teacher shall be disciplined or discharged without just and sufficient cause and such cause shall be communicated in writing within five **(5)** days.

5.08 (b)

Prior to imposition of any actions listed in 5.08 (a), there shall be a meeting held between the Occasional Teacher and a Board representative to discuss the matter. The Occasional Teacher shall have the right to have a representative of the Union present. This meeting shall be convened within five (5) school days **of** the administration becoming aware of the need to call such a meeting.

**Termination of Long Term or Extended Assignments**

5.09 (a)

The Board shall give the Occasional Teacher a week's notice of the termination of a long term assignment, or a week's pay in lieu of notification, provided that the original teacher returns.

5.09 (b)

The Board shall give the Occasional Teacher a week's notice of the termination of **an** Extended Term assignment or a week's pay in lieu of notification, provided that the original teacher returns.

**Board to Provide Insurance**

5.10

The Board shall provide insurance protection for Occasional Teachers against risks arising in the course of their employment that may involve pecuniary loss or liability on the **part** of Occasional Teachers covered by this Collective Agreement.



## **ARTICLE 6.00 - ACCESS TO INFORMATION**

6.01

The Board agrees to abide by the provisions of the *Freedom of Information and Protection of Privacy Act*, and all prevailing statutes governing personal privacy in Ontario and all regulations thereunder.

### **Personnel Files**

6.02

The only non-medical personnel file respecting an Occasional Teacher shall be maintained in the Human Resources Department of the Board and shall be available and open to the Occasional Teacher for inspection in the presence of a Board Human Resources Officer at any reasonable time during the regular working hours of the department.

6.03

**An** Occasional Teacher shall be entitled, upon request, to copies of any material contained in her/his personnel file.

6.04

Where an Occasional Teacher authorizes in writing access to her/his personnel file by another person acting on the Occasional Teacher's behalf, the Board shall provide such access, as well as copies of materials contained therein, if also authorized and requested.

6.05

Copies of any document respecting the performance or conduct of **an** Occasional Teacher shall be given to the Occasional Teacher within five **(5)** calendar days of the writing of such document and at least five **(5)** school days prior to the document being filed.

6.06

The signature of an Occasional Teacher on any document respecting the performance or conduct of the Occasional Teacher shall be deemed to be evidence only of the receipt thereof and shall not be construed as approval of, consent to, or agreement with the contents.

6.07

Occasional Teachers shall receive copies of any materials placed in their personnel file within five **(5)** calendar days of the material being filed.

6.08

An Occasional Teacher shall have the right to place material in her/his personnel file.

6.09

An Occasional Teacher shall be entitled to correct inaccuracies or errors in documents contained in the personnel file or to append notices of corrections or inaccuracies to documents within the file which possess errors or inaccuracies.

6.10

If an Occasional Teacher disputes the accuracy or completeness of information in the personnel file the Board shall, where possible, within fifteen **(15)** days from receipt of a written request by the Occasional Teacher stating the alleged inaccuracy, either confirm or amend the information

and shall notify the Occasional Teacher in writing of its decision including reasons for the decision. The amended information shall be sent to all persons who receive the report based on inaccurate information within 5 calendar days.

#### 6.11

In the event the report is amended, all copies of the original report shall be destroyed and replaced by the amended report.

#### 6.12

**An** Occasional Teacher may be accompanied by a witness of her/his choice when accessing the personnel file.

#### 6.13

Upon the teacher's request, material shall be removed from an Occasional Teacher's personnel file after two (2) years and returned to the teacher provided there have been no other disciplinary documents added to the file during the two year period. No material removed from an Occasional Teacher's file shall be referred to or used against the Occasional Teacher in any way.

#### 6.14

The Board shall keep any medical information in separate files accessible only to appropriate health care professionals and the Occasional Teacher.

#### 6.15

The Board shall provide to the Union copies of any agendas, minutes and support documents prior to all Board meetings.

#### 6.16

The Union shall have access to or be furnished with a copy of any data relevant to the negotiation and administration of the Collective Agreement including but not limited to the following:

- (a) A statement of the current operating budget, including any school-by-school or Board-wide allocations for Occasional Teachers;
- (b) A statement of the current operating expenditures;
- (c) The number of Occasional Teachers participating in each benefit plan covered by this Agreement and the current premium cost of that participation;
- (d) Information on staffing, class size, and enrollment;
- (e) **Any** documents received from government sources which relate to the funding and operation of the Board;
- (f) The following information as it relates to new elementary positions:
  - (i) The total number of applications
  - (ii) The number of Occasional Teachers who applied
  - (iii) The total number interviewed

- (iv) The number of Occasional Teachers interviewed
- (v) The total number of teachers hired
- (vi) The total number of Occasional Teachers hired.

**6.17**

The Board shall provide copies of all board policies and procedures to the President of the ETFO Occasional Teacher Local.

**6.18**

When revisions are submitted to the Board or school administration, for information or approval, a copy shall be provided to the Union.

**ARTICLE 7.00 - COLLECTIVE AGREEMENT COPIES AND UNION INFORMATION**

**7.01**

The Board shall provide the Union with twenty-five **(25)** copies of the collective agreement. All current Occasional Teachers on the Board's Master List shall be informed of the method to access the collective agreement electronically from the Board's secure website.

**7.02**

The Board shall provide a copy of the current Collective Agreement to the Principal of each elementary school under the jurisdiction of the Board.

**7.03**

Each applicant, when accepted on the Occasional Teacher List, shall be provided with a copy of this collective agreement.

**7.04**

The Board shall provide a copy of the current collective agreement to be kept in the Occasional Teacher mail box of each elementary school under the jurisdiction of the Board.

**7.05**

The Board shall provide all Occasional Teachers who are on the Master List, and any Occasional Teachers newly added to the list, with an information package to be supplied by the Union.

**7.06**

The cost of printing of the Collective Agreement shall be shared equally between the Union and the Board.

**ARTICLE 8.00 - OCCASIONAL TEACHER LIST**

**8.01**

**An** Occasional Teacher must be qualified to teach in Ontario, and hold a current Certificate of Registration from the Ontario College of Teachers to be eligible for inclusion on the Occasional Teacher List.

## 8.02

The maximum number of Casual Occasional Teachers shall be 28.5% of the number of full-time elementary teachers employed by the Board as of September 1<sup>st</sup> of each school year, plus all Extended or Long Term Occasional Teachers. The maximum number of Occasional Teachers is therefore dependent upon the number of Elementary Teachers employed by the Board, In the event that an unusually high number of Occasional Teachers are employed in Extended or Long Term assignments at a given point in time, the Board may request of the Union that the number of names on the list be increased in order to maintain a sufficient pool of names for casual assignments. Pursuant to such a request, the number of names on the list may be increased, but only with the written consent of the Union, and only to the extent that the Union permits. The Union has the right to stipulate that, as of a date of its choosing, no new names may be added until the number of names on the list falls below the original number.

## 8.03

Additions to the Occasional Teachers' List shall be made during or after September for the current school year and from time to time as the need arises in consultation with the Union. Such additions will address the emergent geographic, subject area, and grade level needs.

## 8.04

The Master List shall provide a *summary* of the data on the Agreement to Teach Form including, but not limited to, the following information for each Occasional Teacher: name, telephone number, subjects that the Occasional Teacher is qualified to teach, number of days or specific days of the week the Occasional Teacher is available to work, and specific schools where the Occasional Teacher has been assigned, Long Term teaching assignments and the expected expiry date of the said assignments, Home School designation, and interest in long term or contract positions.

### 8.05 (a)

**An** Occasional Teacher shall notify the Human Resources Department of the Board, in writing, of any changes of address and/or telephone number required by the Board to contact the Occasional Teacher regarding teaching assignments.

### 8.05 (b)

The Board shall allow an Occasional Teacher to remove her/his name, without prejudice, from a school list during the school year. Any Occasional Teacher may, however, at any time ask to be considered for placement on another school list. The Board shall consider such requests. The request must be in writing.

### 8.05 (c)

The Board shall allow **an** Occasional Teacher on a part-time long term assignment to be added to the call out rotation used in that location on a temporary basis.

## 8.06

The Board will provide the Union with a current Occasional Teachers' List and current addresses of all Occasional Teachers on the Board's list as the updates are completed.

## 8.07

The Board agrees to review the composition of the Occasional Teacher List to ensure that it contains only the names of those Occasional Teachers actively seeking assignments. The list shall contain appropriate numbers of teachers to cover geographic, subject area and grade level needs.

### 8.08

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

1. For just and sufficient cause.
2. At the request of the Occasional Teacher
3. For failure to return the Agreement to Teach form by June 30.
4. For failure to teach at least one (1) full day in the previous year without applying for a leave of absence from the list.
5. For refusal of four (4) assignments within a period of twenty (20) school days without reasonable grounds for refusing such assignments.
6. For being unreachable for assignments during a period of twenty (20) school days without first notifying the Board of a planned period of unavailability.

### 8.09

Occasional Teachers who are included on the Occasional Teachers' List shall make themselves available for assignments or shall provide reasonable grounds for refusing such assignment.

### 8.10

At the expiry of an Extended or a Long Term occasional assignment, if the number of Casual Occasional Teachers is at the maximum, the Extended or Long Term Occasional Teacher may return to the casual designation but no other teachers may be added to the Occasional Teachers' List until the list is below maximum.

### 8.11

A teacher on an Extended or Long Term occasional assignment with another Board/Panel shall be granted a leave of absence upon request. Such leave of absence shall be reported to the Union as a change to the list.

## **ARTICLE 9.00 - CALLING OF OCCASIONAL TEACHERS**

### 9.01 (a)

All Occasional Teachers must complete an Agreement to Teach Form, provided by the Board. (Appendix B)

### 9.01 (b)

Occasional Teachers shall indicate on the Agreement to Teach Form:

1. preference for up to eight (8) Level 1 schools in which the Occasional Teacher wishes to teach
2. times of the day and/or days of the week available
3. divisions acceptable
4. special classes, i.e.: French, Special Education
5. qualifications and certification
6. availability for long term assignment
7. availability for full or part-time elementary positions
8. Home school designation for Board or Union correspondence
9. the form shall indicate a return date of June 30<sup>th</sup>
10. if they are a retired teacher

9.02

Each school shall have assigned to it, an Occasional Teacher list that represents up to fifty percent (50%) of the total elementary teaching staff. Any absence shall be filled from those Occasional Teachers assigned to that school's Occasional Teacher List. Only if all Occasional Teachers on the school list have been contacted and are unavailable shall the automated calling system go beyond the list to fill the assignment. This clause is in accordance with Article 9.09.

9.03

Occasional Teachers shall be placed on the Occasional Teachers' List for at least three (3) schools from their preferred list of schools. Where those three (3) schools do not employ collectively a minimum of fifty (50) full time equivalent elementary teachers who are assigned to teaching duties, the Occasional Teacher shall be allowed to be placed on the lists of additional schools so that the minimum number of fifty (50) full time equivalent elementary teachers is met.

9.04

Assignment of the Occasional Teachers to the list at any particular school shall be the responsibility of the Board.

9.05

The method of calling Occasional Teachers shall be the automated calling system (SEMS). The system shall be reviewed annually by the parties. The Board will provide the Union with current SEMS procedures.

9.06

Upon request, the Board shall provide to the Union:

- (a) The records of all calls by the automated calling system (SEMS) and data collected.
- (b) The use and assignments of unqualified personnel.
- (c) Information about calls and data under the procedure outlined in Article 10.03 (b) and (e)

9.07

The Board shall mail Agreement to Teach Forms to all Occasional Teachers on the current Occasional Teachers' List by June 1<sup>st</sup> of each year. Occasional Teachers must return the completed forms by June 30<sup>th</sup> to stay on the list for the following year, Any Occasional Teacher wishing to transfer to another school list may change preference at this time.

9.08

The Board agrees that only a qualified Elementary Occasional Teacher shall replace a regular teacher who is absent, unless no qualified Elementary Occasional Teacher is available.

**ARTICLE 10.00 - LONG TERM OCCASIONAL TEACHING ASSIGNMENTS**

10.01

- (a) In order to be eligible for posted Long Term Occasional teaching assignments, Elementary Occasional Teachers on the Master List must have taught a minimum of fifty (50) full- time equivalent days within the previous two (2) year period and indicated on their Agreement to Teach Form their willingness to accept Long Term assignments.
- (b) Exemptions to the above may be granted by mutual consent of both the Board and the Union.

#### 10.02

Occasional Teachers who are currently teaching in posted long term assignments that have not concluded by the commencement date of the new assignment shall not be eligible to apply for the new long term position.

#### 10.03

Effective September 1, 2001 the following procedures shall apply to all Casual, Extended and Long Term Occasional teaching assignments:

- (a) Absences from one (1) to five (5) days shall be filled by the automated calling system (SEMS) according to Article 9.08 of this agreement.
- (b) Absences from six (6) days to less than two (2) months shall be filled by the principal utilizing a rotational calling process. Principals will call the Level 1 Occasional Teachers assigned to their school. If the principal is unable to fill the vacancy from the Level 1 List, the vacancy will be filled from Level 2.
- (c) An absence of two (2) months or longer with a known beginning and end date shall be posted. The posting shall be sent to every elementary school and placed on the Board's secure website for five (5) working days. A copy of the posting shall be sent to the Union. Only those Occasional Teachers eligible according to Article 10.01 of this agreement may apply.
- (d) In the event that a Casual assignment becomes an Extended assignment, either party may terminate the assignment with five (5) days notice as per Article 5.09 (b).
- (e) In the event that an Extended assignment is terminated and there is still no known end date, the Principal shall fill the position according to the procedure in Article 10.03 (b) of this agreement.
- (f) In the event that an Extended assignment is terminated, the end date is identified and the assignment is two months or longer, the position shall be posted according to the procedure in Article 10.03 (c).

#### 10.04

In the event that a teacher who has returned from an absence is unable to successfully carry out her/his responsibilities, the Occasional Teacher who originally replaced that teacher will then be given the right of first refusal to resume the long term assignment.

### **ARTICLE 11.00 - JOB VACANCIES: ELEMENTARY TEACHING POSITIONS**

#### 11.01 (a)

Prior to external advertising, the Board shall attempt to fill elementary teaching vacancies subject to the following procedures:

- (i) The Board shall post elementary vacancies for seven (7) days prior to the closing date in all elementary schools and on the Occasional Teachers' Hotline as well as the Board's secured website. A copy of all postings shall be forwarded to the Union.

- (ii) All applications from Occasional Teachers on the Master List shall be screened according to the Board's current Recruitment Practices and Procedures Booklet and successful candidates shall be advised of an interview. An opportunity for debriefing shall be granted to unsuccessful candidates upon request.

11.01 (b)

Only after Occasional Teachers have been short listed for interviews (as in 11.01(a)(ii) above) shall the Board advertise externally.

- (i) Elementary Occasional Teachers shall be interviewed in conjunction with external applicants.
- (ii) The parties may agree to alter the process by mutual consent.

11.02

The Board shall provide the Union with a copy of the current Leadership Profile Document and the recruiting and 'hiring document when it is finalized each year.

**ARTICLE 12.00 - SALARY**

The following rates of pay shall apply:

12.01 (a)

Casual Occasional Teacher:

- (i) Effective September 1<sup>st</sup>, 2000, the daily rate of pay shall be \$128.79.
- (ii) Effective September 1<sup>st</sup>, 2001, the daily rate of pay shall be \$155.13.
- (iii) Effective September 1<sup>st</sup>, 2002, the daily rate of pay shall be 1/194 of Category A Step 0 of the Hastings and Prince Edward Elementary Teacher agreement. The daily rate shall be calculated according to the Hastings and Prince Edward Elementary Teachers' grid in effect for September 1, 2002. Any retroactivity in effect for the Teachers' grid shall also apply to the daily rate for Casual Occasional Teachers.

12.01 (b)

Extended and Long Term Occasional Teacher:

Extended and Long Term Occasional Teachers shall be placed on the Board's salary grid for elementary teachers in accordance with the recognized teaching experience and released Federation experience and category placement effective on the tenth (10<sup>th</sup>) consecutive day of teaching retroactive to the first (1<sup>st</sup>) day that the assignment began. A copy of the current teachers' grid will be made available to the Union.

12.01 (c)

Where an Extended or Long Term Occasional Teacher is employed on a day where the school is closed due to special climatic or catastrophic conditions, he/she shall be paid for the scheduled assignment.

12.01 (d)

The continuous employment of an Occasional Teacher shall be deemed unbroken in the event of an emergency school closure or a Non-Instructional Day. Where applicable, the Occasional Teacher shall attend the professional activity.



12.02

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

12.03

Occasional Teachers shall be paid bi-weekly in accordance with the pay date schedule sent by the Board to the Occasional Teachers and the Union by September 1<sup>st</sup> for the upcoming year.

12.04

For all Occasional Teachers, the statement of earnings shall indicate the number of days worked during the pay period and shall be mailed to the home address/Home School Designation of the Occasional Teacher.

12.05

A Record of Employment for Occasional Teachers will be issued by the Board by the third Friday in July. Occasional Teachers will receive a Record of Employment at the end of the school year upon request. Requests for Records of Employment shall be forwarded to the Board no later than June 30<sup>th</sup>.

### PERIENC REDIT

12.06 (a)

For purposes of grid placement, Elementary Occasional Teachers, who qualify, shall be credited with professional experience for all previous approved and certified teaching and released Federation experience up to and including, but not exceeding, the maximum salary level appropriate for their qualifications.

12.06 (b)

Approved and certified teaching experience is defined as full-time teaching in a publicly supported school, a provincial school, or at the discretion of the Director of Education, in a privately supported school.

12.06 (c)

Teaching experience in a College of Applied *Arts* and Technology or similar institution maintained by public support and under the Minister of Education of Ontario, or any Teachers' College or College of Education under the Minister of Education of Ontario, in a University, or with the Ontario Manpower Retraining Program will be admitted in a regular certified program as approved and certified experience for salary allowance purposes provided that the Elementary Occasional Teacher was in possession of an Ontario Teaching Certificate for the period(s) involved.

12.06 (d)

For the purpose of grid placement, one (1) year of teaching experience shall be granted for every instance where a certified Occasional Teacher:

- (i) replaced one absent teacher for an unbroken period of not less than five (5) months  
OR
- (ii) taught during separate contractual periods that add up to five (5) months or more in any school year OR

- (iii) taught a total of 175 occasional teaching days within three (3) consecutive school years.

The Occasional Teacher shall provide appropriate evidence of teaching experience to the Board.

#### 12.06 (e)

Fractions of increments for approved and certified experience are not paid but where such teaching experience accrued in accordance with Article 12.06 (b) (c) (d) that includes a fraction of  $\frac{1}{2}$  of a school year (5 school months) or more a full increment shall be paid.

#### 12.07

Grid placement will be determined following the same policy and procedures as regular elementary teachers. These procedures shall be provided to the Union.

#### 12.08

Each Occasional Teacher's category classification on the salary grid shall be determined by the application of the current QECO Program.

### **Category Classification**

#### 12.09 (a)

It shall be the sole responsibility of the Elementary Occasional Teacher to provide the Board with documentary proof in the form of a Qualifications Evaluation Council of Ontario Certificate Rating Statement as well as proof of experience to determine placement on the salary grid.

#### 12.09 (b)

Teachers who are not in possession of a category rating from the Qualifications Evaluation Council of Ontario and who have made application, must submit a photocopy of their completed application to the ~~Human~~ Resources Officer-Staff Attendance. These Occasional Teachers will be paid according to their verified years of experience at Category A1. Upon receipt of their official rating, they will receive retroactive pay back to the date the completed application was received in Human Resources.

#### 12.09 (c)

Occasional Teachers who are in possession of a category rating from QECO and who have made application to upgrade their category rating, will receive retroactive pay back to the date the completed application was received in ~~Human~~ Resources.

## **ARTICLE 13.00 - WORKING CONDITIONS**

### **Information Folder**

#### 13.01 (a)

The Union shall produce an Occasional Teacher Information Folder in consultation with the Board.

#### 13.01 (b)

The Board shall recommend the use of the approved model Occasional Teacher Information Folder. (Appendix C)

#### 13.01 (c)

This model shall be reviewed as needed.

## **Timetable**

### 13.02

The assignment for Long Term Elementary Occasional Teachers shall be the same as that of the teacher who is being replaced. Casual Elementary Occasional Teacher assignments shall be full-day or half-day assignments only.

### 13.03

The Board agrees that the primary responsibility of the Occasional Teacher is to fulfill the teaching duties of the elementary teacher being replaced and further agrees that support from the school administration in providing supervision and maintaining discipline shall be provided.

### 13.04(a)

No Occasional Teacher shall be assigned yard duty prior to the commencement of class on the first morning of an assignment in a school where the Occasional Teacher has not previously taught or prior to commencement of the afternoon class on the first day if it is a half-day afternoon assignment.

### 13.04 (b)

The Board will encourage booking agents to inform the Occasional Teacher of any supervision duties when the assignment is booked.

### 13.05

The timetable and the responsibilities assigned by the Principal to an Occasional Teacher shall be the same as the timetable and responsibilities of the teacher who is being replaced. The Principal may assign additional or alternate instructional duties provided the plans, preparation materials and necessary follow-up are provided and/or complete for the class for which the Occasional Teacher was called. Principals shall not reassign an Occasional Teacher instead of providing a replacement for another absent teacher. When an assignment extends beyond three (3) days, Occasional Teachers will only have responsibility for the timetable and duties of the teacher they are replacing.

## **Lunch Period**

### 13.06

The Board shall provide each Occasional Teacher with an uninterrupted period for lunch, free from duty of at least forty (40) minutes per day.

## **Travel Allowance**

### 13.07

Where a teacher who is receiving a travel allowance under Board Policy is replaced by an Occasional Teacher, the same allowance shall be paid to the Occasional Teacher through the length of the assignment.

### 13.08

In respect of other travel authorized by the Board, an Occasional Teacher shall receive reimbursement at the Board approved rate for academic personnel.

## **Income Tax Verification of Personal Expenditures T. D. 2200**

### 13.09

Under existing Income Tax legislation recognized resources purchased by teachers to enable them to provide programs for students for whom they are responsible will be acknowledged by the Superintendent of Finance. It is the responsibility of Occasional Teachers to obtain the appropriate

T.D. 2200 forms from their taxation office. Appropriate forms will be signed by the Superintendent of Finance.

## **ARTICLE 14.00 - MEDICAL PROCEDURES**

### **Not Responsible for Diagnosis or Medication**

#### **14.01**

No Occasional Teacher will be required to carry out any medical/physical procedures.

#### **14.02**

The Board recognizes the right of any Occasional Teacher to refuse to be assigned to administer medication or perform any medical/physical procedures.

#### **14.03**

In the event of a medical emergency, an Occasional Teacher may perform such procedures **as** are necessary to the safety and well-being of the child.

#### **14.04**

No Occasional Teacher shall be discharged, penalized or disciplined in any way for making a complaint related to health and safety or refusing to be designated to administer medication or perform any medical/physical procedures.

#### **14.05**

It shall not be part of the duties and responsibilities of an Occasional Teacher to examine pupils for communicable conditions or diseases or to diagnose such conditions or diseases.

#### **14.06**

To the extent possible, the Board shall use appropriately trained non-teaching personnel to perform any of the function outlined in Article 14.01.

### **Occupational Health and Safety**

#### **14.07**

The Board is committed to ensure the safety of Occasional Teachers.

#### **14.08**

In accordance with relevant legislation the Board operates an Academic Health and Safety Committee.

#### **14.09**

The Board will make every effort to ensure that Occasional Teachers are made aware of the list of administrative information/procedures. The Union will be provided with a list of the administrative information/procedures. Occasional Teachers may request to attend a regular staff meeting and the Board and Union may sponsor a workshop to share this information.

## **ARTICLE 15.00 - SERVICES NOT REQUIRED, LATE CALLS AND EMERGENCY SCHOOL CLOSURE**

### **Occasional Teacher's Services Not Required**

15.01

**An** Occasional Teacher who is called for a half day assignment, who reports, and who finds that her/his services are not required shall be paid a half-day's pay for reporting for duty.

15.02

If the Occasional Teacher has been called in for a full-day assignment, he/she shall be paid a full-day's pay for reporting for duty.

### **Late Calls**

15.03

**An** Occasional Teacher shall not be considered late for an assignment **as** a result of a late request to report for such assignment provided she or he arrives within a reasonable time of receiving such late request.

### **Emergencies**

15.04

In the event of an emergency closure of a school or early dismissal for emergency reasons, Occasional Teachers shall be paid full pay at the applicable rate of pay. This closure shall not interrupt the continuity of an assignment.

### **Cancellations**

15.05

The Board shall give as much notice of cancellation of a pre-arranged assignment as possible.

## **ARTICLE 16.00 - VOLUNTARY LEAVE OF ABSENCE**

16.01

Any Occasional Teacher on the Master Occasional Teachers' List may request that his/her name be removed from the list for a period **up** to and including one school year.

16.02

The Occasional Teacher's name shall be returned to the Master Occasional Teachers' List at the end of the leave or at an earlier date as requested by the teacher. Failure to return to occasional teaching would result in the teacher's name being removed from the Master List.

16.03

Such leaves may be extended by mutual consent of the Board and the teacher.

## **ARTICLE 17.00 - SHORT TERM LEAVES OF ABSENCES**

17.01(a)

A Long Term Occasional Teacher shall be entitled to sick leave days equal to ten (10) percent of the number of school days in the assignment.

For the purposes of clarification, a Long Term Occasional Teacher shall not receive a credit of more than two (2) sick leave days for each twenty days of teaching during an assignment. Occasional Teachers working less than a full-time assignment shall be pro-rated for sick leave credits during the assignment.

17.01 (b)

Unused sick leave will be cumulative from one long term assignment to another during the school year but may not be carried forward to the next school year.

17.02

Sick leave credits accumulated under this Agreement shall be added to sick leave credits accumulated **as** a teacher under the Board's regular Elementary or Secondary Teachers' Collective Agreements.

17.03

The sick leave credits accumulated by each Long Term Occasional Teacher shall be reduced by one day for each day of absence due to illness or injury. Such an Occasional Teacher shall produce evidence of injury or illness satisfactory to the Board for absences exceeding five (5) consecutive days.

17.04

If a Long Term Occasional Teacher is appointed **to** the permanent staff of the Board for the ensuing school year without an intervening break in employment, then the employee shall carry forward **as** a credit any accumulative sick leave balance **as** of the preceding June 30<sup>th</sup>.

17.05

A Long Term Occasional Teacher shall be granted a leave of absence occasioned by one or another of the circumstances provided hereunder and, when applicable, for the time limit set forth. None of these leaves shall constitute a break in service, and during these leaves Long Term Occasional Teachers shall continue to accumulate credit for teaching experience and any other relevant entitlements under this Collective Agreement.

17.06

Provisions in Article 17 shall apply to an Extended Occasional Teacher who has completed two (2) months in one assignment.

**Code 1 - Absence with pay - deductible from sick leave credits**

- (a) Self illness
- (d) Workplace Safety and Insurance

**Code 2 - Absence with pay - items not chargeable to sick leave account**

- (a) An absence as a result of being quarantined or otherwise prevented by order of the Medical Officer of Health from attending upon her/his duties.
- (b) Juror service or by reason of a subpoena being witness in any proceeding to which the teacher is not a party to one of the persons charged, provided that the teacher pays to the Board any fee exclusive of traveling allowances and living expenses the teacher received **as** a juror or as a witness. (The Education Act, Section 231 (5), 1974, Rev. 1980)

- (c) (i) **An** absence for up to three (3) days for a death in the family, or for the death of a person who stands in the place of a family member. It is understood that spouse includes common-law and same-sex partners.
- (ii) Funerals of other than the immediate family, **up** to one day of bereavement.
- (d) Provide up to one-half day or full day away from work to attend a post-secondary examination.
- (e) Provide up to one-half day or full day away from work for the purpose of attending one's own post-secondary graduation, or attendance at the post-secondary graduation of members of the immediate family.
- (f) Absence due to inclement weather as approved by the supervisor.
- (g) Provide up to one-half day or one full day for weddings of members of the Occasional Teacher's immediate family or for the Occasional Teacher's own wedding.
- (h) Absence from the work due to the introduction by the Board of chemicals into the work environment on condition that upon advance notice an alternate work location has not been refused. Illness must be supported by a medical practitioner's certificate.
- (j) For illness in the immediate family to a maximum of three (3) days per school year
- (k) Up to one (1) day for attending the birth of the Occasional Teacher's child/grandchild/surrogate child.

**Code 3 - Absence without pay - items not chargeable to sick leave account**

- (a) Moving to a new place of residence but leave granted for moving shall not exceed one (1) day in any year which shall be the actual day of moving.

**ARTICLE 18.00 - PREGNANCY/PARENTAL LEAVE**

18.01

Pregnancy and Parental Leave shall be granted upon written request in accordance with the *Employment Standards Act*.

18.02

During Pregnancy, Parental and General Leave, the Elementary Occasional Teacher's name shall be noted as "Inactive" on the Elementary Occasional Teachers' List. The Elementary Occasional Teacher's name shall be returned to "Active" on the list at the end of the leave, upon written notification by the Elementary Occasional Teacher to the Board.

18.03

Any Occasional Teacher who qualifies for Employment Insurance Benefits by virtue of having actively worked for the Hastings and Prince Edward District School Board shall be granted pregnancy leave of at least 17 weeks and a parental leave of at least 35 weeks or such shorter leave as the teacher requests.

## **Supplemental Employment Benefit**

### **18.04**

The plan is to supplement the Employment Insurance Benefits received by Occasional Teachers for temporary unemployment caused by pregnancy and/or parental leave and will consist of the following:

- (a) (i) Employees must prove that they have applied for and are in receipt of Employment Insurance Benefits in order to receive payment under the plan.
- (ii) The Supplemental Employment Benefit is payable for a period during which an Occasional Teacher is not in receipt of Employment Insurance if the only reason for non-receipt is the claimant is serving the two week Employment Insurance waiting period.
- (b) The Board will pay 95% of the Allowable Employment Insurance Commission (E.I.C.) benefit of the Occasional Teacher on pregnancy leave, for the two week Employment Insurance Commission (E.I.C.) waiting period.
- (c) Supplemental Employment Benefit payments will be kept separate from payroll records,

## **ARTICLE 19.00 - BENEFITS**

### **19.01**

Long Term Elementary Occasional Teachers who have agreed to teach at least sixty (60) consecutive days for one teacher shall be entitled to participate in the Life Insurance, Extended Health and Dental Plans available to elementary school teachers as set out in the current Elementary Teachers' Collective Agreement, subject to the terms and conditions of the Insurance Policy. Payment of the premiums necessary to enrol Elementary Occasional Teachers shall be in the same percentages as stipulated in the Collective Agreement between the Board and the elementary teachers. Any Occasional Teacher having selected benefits who then chooses to withdraw from the plan, shall not be eligible for reinstatement for the balance of the current school year. A teacher who has completed his/her assignment may retain these benefits, at the teacher's own expense, until the end of the school year.

### **19.02**

Occasional Teachers who worked a minimum of sixty (60) days for the Board in the previous school year and who remain available to teach at least sixty (60) days in the current school year shall, subject to the conditions set out below, be eligible to enrol and participate in the following benefit plans:

- (a) Group Life Insurance Plan

\$25,000 Coverage plus \$100,000 Accidental Death and Dismemberment.

- (b) Extended Health Care
  - Includes Private and Semi-Private Coverage
  - Vision Care
  - Drug Plan
  - Deluxe Out-of-Province Coverage



- (c) Dental
  - Basic Dental Plan - **including** -
  - Rider 2-Dentures
  - Rider 3-Orthodontics
  - Rider 4-Restorative
  - Current minus 1 year ODA fee

### **Application and Eligibility**

#### 19.03 (a)

Each eligible Elementary Occasional Teacher shall, not later than June 30 each year, contact the Benefits Co-ordinator for a Benefits Election Form.

#### 19.03 (b)

**An** eligible Elementary Occasional Teacher who elects to participate in the Employee Benefits Plans shall be a participant in the plan or plans from September 1 to the following August 31 providing that the eligible Elementary Occasional Teacher:

- (i) remains on the Board's list of Elementary Occasional Teachers;
- (ii) remains available to work at least sixty (60) days as an Elementary Occasional Teacher, except as may be otherwise permitted by the Board; and
- (iii) pays the Occasional Teacher's share under 19.04.

#### 19.03 (c)

**An** Occasional Teacher currently enrolled in the Benefits Plan may continue participation in that Plan from the next September 1 to the following August 31 providing that the Elementary Occasional Teacher:

- (i) works at least sixty (**60**) full-time equivalent school days as **an** Elementary Occasional Teacher with the Board during the current school year; and
- (ii) fulfills the conditions set out under 19.03(b).

#### 19.04 (a)

The Board will pay 75% of the cost of the premium.

#### 19.04 (b)

The eligible Elementary Occasional Teacher's share **of** the premium cost shall be paid by post-dated cheques/direct debit.

#### 19.04 (c)

**If** the Elementary Occasional Teacher fails to comply with any of the conditions of this article, the Elementary Occasional Teacher's enrollment shall immediately terminate and the Elementary Occasional Teacher shall not be eligible to re-enroll except as permitted by the Plan(s) and then not until the Elementary Occasional Teacher again becomes eligible under this article.

## **ARTICLE 20.00 - GRIEVANCE AND ARBITRATION PROCEDURE**

### **Definition of Grievance**

#### **20.01**

Any dispute involving the application, administration, interpretation or alleged violation of this Collective Agreement, including any question as to whether a matter is arbitrable, may be the subject of a grievance, and an effort shall be made to settle such a grievance fairly and promptly in the following manner.

#### Step 1

Grievance(s) must be submitted by the Union in writing to the appropriate Superintendent or designate within twenty (20) school days of the time the grievor became aware of the circumstances giving rise to the grievance. Within ten (10) school days of receipt of the grievance, a meeting will be held with the grievor, a Union representative and the Superintendent or designate. The Superintendent or designate shall respond to the grievance in writing within ten (10) school days of the meeting.

#### Step 2

If no settlement is reached, the Union shall file the grievance in writing to the Director of Education within ten (10) school days following the response from the Superintendent or designate. Within five (5) school days of receipt of the grievance, a meeting will be held with the Director of Education. A written response will be provided to the Union from the Director of Education within five (5) school days of the meeting.

#### Step 3

If no settlement is reached, the Union may submit the grievance to arbitration within ten (10) school days of receipt of the response.

### **Policy Grievance**

#### **20.02**

Both the Union and the Board shall have the right to file a grievance based on a dispute arising out of the application, interpretation, or alleged violation. A policy grievance shall be presented in writing to the authorized Union Representative or the Director of Education or their designates **as** the case may **be**, within five (5) teaching days of the incident or circumstance giving rise to the grievance. A reply to the grievance shall be given in writing within five (5) teaching days. The right of a single Occasional Teacher to grieve shall not be by-passed.

#### **20.03**

Any grievance which has been processed but not settled through the above grievance procedure may be submitted to arbitration in accordance with Article 21.00, providing such submission is made within fourteen (14) teaching days of the last written disposition by the responding party.

#### **20.04**

If a party fails to reply to a grievance within the time limits set out at any step above, the grievance may be submitted to the next step of the grievance procedure.

## 20.05

At any step of the grievance procedure, the time limits imposed upon either party may be extended by mutual agreement in writing.

## **ARTICLE 21.00 - ARBITRATION**

### 21.01

The parties may agree to submit the grievance to a mutually agreed upon single arbitrator. In the event the parties are unable to agree upon the single arbitrator, the parties may request the Minister of Labour to make the appointment.

### **Expense of the Board of Arbitration**

### 21.02

Each party shall pay:

1. the fees and expenses of the arbitrator it appoints;
2. one half ( $\frac{1}{2}$ ) of the fees and expenses of the chairperson.

## **ARTICLE 22.00 - STRIKES AND LOCKOUTS**

### 22.01

The Board agrees that there shall be no lockout of Occasional Teachers and the Union agrees that there shall be no strike during the life of this agreement. Lockout and strike shall be as defined in the *Labour Relations Act*.

### 22.02

No Occasional Teacher shall be requested or required to perform the duties of any other Occasional Teacher or Board employee who is engaged in a strike. No Occasional Teacher shall be disciplined or penalized in any way for refusing to cross a picket line or for refusing to perform the duties of any other Occasional Teacher or Board employee who is engaged in a strike.

## **ARTICLE 23.00 - PROFESSIONAL ACTIVITY DAYS**

### 23.01

The Board shall post information concerning Professional Development Activities on the Occasional Teachers' bulletin boards in all schools..

### 23.02

A Professional Activity Day shall not interrupt the continuity of an occasional teaching assignment.

### 23.03

An Extended or Long Term Occasional Teacher shall be scheduled to work when there is a Professional Activity Day and shall be paid for the day and shall be required to participate in the scheduled professional activity sessions.

### 23.04

An Occasional Teacher shall have access to the scheduled Professional Activity programs and the Board's in-service programs on a voluntary basis without pay. The Board shall acknowledge the participation of the Occasional Teacher in such programs on the "Response to Professional Demands Tracking Sheet" (Appendix D).

23.05

**An** Occasional Teacher is entitled to attend, without pay, staff meetings for his/her assigned schools and Professional Development Activities.

23.06

**Professional Development Expenses**

The Board shall reimburse an Occasional Teacher for all reasonable expenses connected with any educational or teaching conferences, convention, workshops or courses attended by the Occasional Teachers as required by the Board.

**ARTICLE 24.00 - OCCASIONAL TEACHER/BOARD RELATIONS COMMITTEE**

24.01

The Occasional Teacher/Board Relations Committee shall be made up of equal representation appointed by the Board and the Union and include at least one member from each of the negotiating teams.

24.02

The initial meeting shall be held within thirty (30) days of the signing of this Collective Agreement, with subsequent meetings at the Committee's discretion. A minimum of one meeting will be held annually at the request of either party.

24.03

Union Representatives on the Hastings and Prince Edward Occasional Teacher/Board Relations Committee shall be paid the appropriate rate of pay, with teaching experience and applicable benefits, up to an aggregate of three (3) full-time equivalent days per school year when required to attend meetings of the Committee, held during the instructional day.

24.04

The Committee shall discuss issues of concern to either the Board or the Union through a process of mutual problem solving but shall not consider any matter which is under negotiation or which is the subject of a grievance under the grievance procedure of this Agreement.

24.05

The Committee shall be responsible for reviewing such matters as are referred to it by the Board or the Union and shall make such recommendations to the Board and the Union, as it deems appropriate.

24.06

The Committee shall have no power to effect changes in the existing Collective Agreement unless otherwise approved by the Board and the Union.

24.07

The Board shall notify the president of the Union prior to implementing any major change in administrative procedures respecting Occasional Teachers.

24.08

The Hastings and Prince Edward District School Board and ETFO have considered Section 10 of the regulation set out in Canada Gazette, Part II, Vol. 130, No. 14 pertaining to Section 55 of the Employment Insurance Act. Section 10 provides methods so that employees can complete the Records of Employment for workers not paid on an hourly basis.

The parties agree, under 10(2) of the regulations that for the sole and exclusive purpose of reporting the hours of insurable earnings required under the Employment Insurance Act, that Occasional Teachers on LTO assignments shall be deemed to have worked nine (9) hours each week day they are employed. Occasional Teachers working on LTO assignments that are part of a day shall be deemed to have worked hours per day that are pro-rated accordingly.

**ARTICLE 25.00 - DURATION AND RENEWAL**

**Remains in Effect Until Notice Given**

25.01

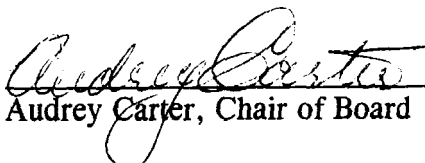
This collective agreement becomes effective on September 1, 2000 and shall remain in effect until August 31, 2002 and from year to year thereafter unless notice is given by either party pursuant to the *Labour Relations Act*.


25.02

Either **Party** may notify the other within the period of 180 days prior to the termination date of the Agreement that it desires to renew or renegotiate the Agreement.

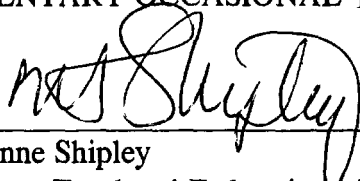
DATED AT BELLEVILLE THIS 18<sup>th</sup> DAY OF October 2001.

HASTINGS AND PRINCE EDWARD  
DISTRICT SCHOOL BOARD

  
Audrey Carter, Chair of Board

  
R. Brown, Superintendent

ELEMENTARY TEACHERS' FEDERATION  
OF ONTARIO (ETFO)  
(ELEMENTARY OCCASIONAL TEACHERS)

  
Mary-Anne Shipley  
Elementary Teachers' Federation of Ontario

**APPENDIX A**

**CASUAL OCCASIONAL TEACHER  
EVALUATION FORM**

**Classroom Management:**

**Instructional skills:**

**Comments:**

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**Instructional skills:**

- |   | Y                        | N                        |
|---|--------------------------|--------------------------|
| 1. Uses appropriate teaching strategies:    | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Demonstrates suitable teaching skills:   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Communicates subject matter effectively: | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

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**Interpersonal skills:**

- |  | Y                        | N                        |
|--|--------------------------|--------------------------|
| 1. Demonstrates positive human relations skills:                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Demonstrates a sensitivity to the needs of students:          | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Demonstrates appropriate attitude and professional behaviour: | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

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**Management skills:**

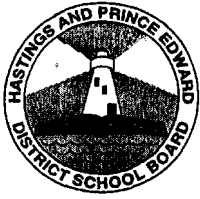
- |  | Y                        | N                        |
|--|--------------------------|--------------------------|
| 1. Maintains a positive learning environment:          | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Communicates clear expectations for behaviour:      | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Provides encouragement to students:                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Uses appropriate incentives and rewards:            | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Applies discipline firmly, fairly and consistently: | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

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APPENDIX B

HASTINGS & PRINCE EDWARD DISTRICT SCHOOL BOARD  
ELEMENTARY AGREEMENT TO TEACH FORM

Please complete and return form to Tricia Sinnett, Human Resources no later than June 29, 2001.

Name: (Surname) \_\_\_\_\_ (First Name): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Retired Teacher ( )

Qualifications: ( ) Pr/Jr ( ) Pr/Jr/Int ( ) Jr/Int ( ) Int/Sr

Preferred Grade/Subject Area: JK/SK 1-3 4-6 7-8

Core French Jr \_\_\_\_\_ French Immersion Jr \_\_\_\_\_ Special Education Pr \_\_\_\_\_  
Int \_\_\_\_\_ Int \_\_\_\_\_ Jr \_\_\_\_\_  
Int \_\_\_\_\_

If you are available to work all periods listed below, please check "Yes" ( )

If you are available for part of the week, please indicate your availability below:

AM ( ) Monday ( ) Tuesday ( ) Wednesday ( ) Thursday ( ) Friday  
PM ( ) Monday ( ) Tuesday ( ) Wednesday ( ) Thursday ( ) Friday

Willing to accept Long Term assignments ( ) Yes ( ) No

I am presently a \_\_\_\_\_ % contractual teacher. Willing to accept a Permanent Contract \_\_\_\_\_

**PROFESSIONAL TRAINING, QUALIFICATIONS AND CERTIFICATION**

If you have any upgrades to your qualifications and/or certification, please note and enclose documentation.

Please See Over for Further Instructions....



Home School Designation: \_\_\_\_\_

Please indicate with the number one (1) the schools to which you would like to be assigned to a maximum of eight (8). The Board shall attempt to match each teacher to the schools of his/her preference but reserves the right to assign each occasional teacher to particular schools based upon system needs. These will be your Level 1 schools.

Please indicate with the number two (2) any other schools in which you are willing to teach. These will be your Level 2 schools. Any Level 1 schools which could not be assigned due to system needs will be changed to Level 2 schools.

|   |  |
|---|--|
| <p>010 Area A - Bayside ASG</p> <p>( ) 011025 Bayside P.S.<br/>         ( ) 011095 Frankford P.S.<br/>         ( ) 011290 Stirling Primary P.S.<br/>         ( ) 011285 Stirling Junior P.S.<br/>         ( ) 011295 Stirling Senior P.S.</p>   | <p>020 Area B - Centre Hastings ASG</p> <p>( ) 021166 Earl Prentice P.S.<br/>         ( ) 021150 Madoc P.S.<br/>         ( ) 021155 Madoc Township P.S.<br/>         ( ) 021165 Marmorata Senior P.S.<br/>         ( ) 021260 S.H. Connor P.S.<br/>         ( ) 021261 Tweed-Hungerford P.S.</p>   |
| <p>030 Area C - Quinte ASG</p> <p>( ) 031115 Harmony P.S.<br/>         ( ) 031125 Hillcrest P.S.<br/>         ( ) 031200 Park Dale P.S.<br/>         ( ) 031220 Prince of Wales P.S.<br/>         ( ) 031300 Tyendinaga P.S.</p>  | <p>040 Area D - Trenton ASG</p> <p>( ) 041050 Breadner P.S.<br/>         ( ) 041065 College Street P.S.<br/>         ( ) 041190 North Trenton P.S.<br/>         ( ) 041215 Prince Charles Trenton P.S.<br/>         ( ) 041235 Queen Elizabeth Trenton P.S.<br/>         ( ) 041305 V.P. Carswell P.S.</p>   |
| <p>050 Area E - Centennial ASG</p> <p>( ) 051091 Foxboro P.S.<br/>         ( ) 051210 Prince Charles Belleville P.S.<br/>         ( ) 051270 Sir John A. Macdonald P.S.<br/>         ( ) 051275 Sir Mackenzie Bowell P.S.<br/>         ( ) 051297 Susanna Moodie P.S.<br/>         ( ) 051500 William R. Kirk</p> | <p>060 Area F - Moira ASG</p> <p>( ) 061070 Deseronto P.S.<br/>         ( ) 061120 Harry J. Clarke P.S.<br/>         ( ) 061230 Queen Elizabeth Belleville P.S.<br/>         ( ) 061245 Queen Victoria P.S.</p>  |
| <p>070 Area G - North Hastings ASG</p> <p>( ) 071015 Bancroft P.S.<br/>         ( ) 071045 Bird's Creek P.S.<br/>         ( ) 071060 Coe Hill P.S.<br/>         ( ) 071130 Hermon P.S.<br/>         ( ) 071180 Maynooth P.S.<br/>         ( ) 071185 North Hastings Sr. Elementary</p>                            | <p>080 Area H - Prince Edward ASG</p> <p>( ) 081010 Athol Central<br/>         ( ) 081067 C.M.L. Snider Elementary School<br/>         ( ) 081140 Kente P.S.<br/>         ( ) 081170 Massassaga-Rednersville P.S.<br/>         ( ) 081205 Pinecrest Memorial Elementary School<br/>         ( ) 081232 Queen Elizabeth Picton P.S.<br/>         ( ) 081282 Sophiasburgh Central School<br/>         ( ) 081284 South Marysburgh P.S.</p> |

This information is collect under the authority of the Freedom of Information Act and will be used as a means of contact between Federation members.

Permission for Release of Information to Federation \_\_\_\_\_(Yes) \_\_\_\_\_(No)

# Occasional Teacher's Information Folder

School \_\_\_\_\_

Year \_\_\_\_\_

(space for school logo)

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

Room #: \_\_\_\_\_

**PLEASE DO NOT TAKE THIS FOLDER FROM THE CLASSROOM**

Teacher's Name \_\_\_\_\_

Grade \_\_\_\_\_ Room \_\_\_\_\_

To all schools, please provide the following information to each teacher to be put into their Occasional Teacher Information Folder:

- Staff List  
Include administration, resource, classroom teachers, subject teachers, custodians, C.A.'s, other support staff.
- Map of the School
- General Yard Duty Schedule  
Include any necessary information regarding your school's yard duty procedures.
- School Time Schedule  
Please show times for beginning of opening exercises, etc, as well as recesses, dismissals, bus times, etc.
- School Behaviour Expectations / Rules  
However your school would word this – please list specific expectations, such as: children to be outside at recess unless written permission, all coats in lockers, “no touch” “no gum” rule, etc.
- Emergency Procedures  
  
Fire Drill  
    Include briefly the method your school uses to check class attendance once outside.  
Inclement Weather  
    Include bussing procedures if children dismissed early for storm.  
Severe Behaviour Incidents  
    Include how to call for assistance, etc.
- School Programs / Services  
Eg. Milk program  
    Breakfast program  
    Snack sale / Tuck shop  
    Band / Choir practices  
    Sports programs at recesses  
    After school resources / care
- Regular Weekly or Monthly Events  
Eg. Pizza day  
    Hot Dog day  
    True Blue assemble  
    Terrific Kids assembly

Please put into this folder:

- Current class list, plus class list(s) for any other classes which you instruct.
- Current seating plan(s).
- Copy of duty schedule with **your** duties highlighted.
- Extra class list to be used as a check list for Occasional Teacher to keep track of work handed in or marked.
- Information regarding specific activities going on in school that would require certain or specific students to be out of regular classes for part of the day. i.e. helping with school dance, band practice, etc. (Or if more applicable please include in daybook.)

| <b>SCHEDULE</b>  |              |              |              |              |              |              |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| <b>Times</b>     | <b>Day 1</b> | <b>Day 2</b> | <b>Day 3</b> | <b>Day 4</b> | <b>Day 5</b> | <b>Day 6</b> |
|                  |              |              |              |              |              |              |
| <b>Recess</b>    |              |              |              |              |              |              |
|                  |              |              |              |              |              |              |
| <b>Lunch</b>     |              |              |              |              |              |              |
|                  |              |              |              |              |              |              |
| <b>Recess</b>    |              |              |              |              |              |              |
|                  |              |              |              |              |              |              |
| <b>Dismissal</b> |              |              |              |              |              |              |

**MY DUTY SCHEDULE:**

TIME                      LOCATION

Day 1: \_\_\_\_\_ Day 4: \_\_\_\_\_

Day 2: \_\_\_\_\_ Day 5: \_\_\_\_\_

Day 3: \_\_\_\_\_ Day 6: \_\_\_\_\_

**ASSISTANTS / VOLUNTEER / STAFF WHO ALSO WORK IN OUR ROOM**

NAME \_\_\_\_\_ DAY/TIME \_\_\_\_\_ DUTYPROGRAM \_\_\_\_\_

NAME \_\_\_\_\_ DAY/TIME \_\_\_\_\_ DUTY/PROGRAM \_\_\_\_\_

NAME \_\_\_\_\_ DAY/TIME \_\_\_\_\_ DUTYPROGRAM \_\_\_\_\_

## OUR CLASSROOM ROUTINES

|  |                             |
|--|-----------------------------|
| <b>Opening</b> / Start of Day  | Washroom / Fountain         |
| Attendance   | Recess <b>Dismissal</b>     |
| Money Collection   | Lunch Room                  |
| Students <b>Use</b> of Materials From Teacher's <b>Desk</b> or Cupboards | Hall / Lockers              |
| <b>Use</b> of Computer Centre  | Bus Routines                |
| Setting Up A/V Equipment   | End of Day <b>Dismissal</b> |

### "STOP AND LISTEN" CUES WE USE

Reliable students for information or help: Staff **in** nearby rooms

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| WHERE TO FIND            |  |
|--------------------------|--|
| Materials for lessons    | Emergency / Fire Drill Routine<br><br>Ext: |
| Manuals, Resources       | Other:                                     |
| AV Equipment             |  |
| Paper                    |  |
| Notebooks                |  |
| Pencils                  |  |
| Rewards, Stickers        |  |
| Art Supplies             |  |
| Other                    |  |
| INDOOR RECESS ACTIVITIES |  |

| ALTERNATE LESSON / ACTIVITY SUGGESTIONS |
|---|
|   |

OCCASIONAL TEACHER'S DAY END REPORT

Date \_\_\_\_\_ Class \_\_\_\_\_

Comments Re: Work Covered Today:

\_\_\_\_\_

Comments Re: Classroom Behaviour:

\_\_\_\_\_

Other:

\_\_\_\_\_

Occasional Teacher's Name: \_\_\_\_\_

