

Fall 2018

Employee Services  
Occasional Teaching  
Department  
5050 Yonge Street,  
2nd Floor  
Toronto, Ontario  
M2N 5N8

# Occasional Teaching Communication Newsletter

## Connecting People

## Welcome back to a new school year!

### Occasional Teaching Contact Information

Please see below for your direct contact for Occasional Teaching and Long Term Occasional related questions:

Occasional Teachers  
Sandra Snooks  
(Surnames A-L)  
416-397-3249

Occasional Teachers  
Terri Delaney  
(Surnames M-Z)  
416-397-3007

Dispatch Teaching Help Desk  
416-338-4747 Option 2

### Important Information regarding LTO Setups for 2018/2019

Important Information regarding Long Term Occasional (LTO) Setups for 2018/2019

In an effort to setup your LTO assignments quicker, ensure that you are paid at an LTO rate of pay sooner, and receive access to critical systems and tools (such as CRM) —your LTO will be initially set up at the same salary group/category and level as the last LTO assignment completed with TDSB. The experience calculation for your current LTO will be made within 3 pay periods (6 weeks) of your LTO assignment being setup.

Thank you in advance for your patience, and understanding as we implement this new process.

If you have any questions in regards to this process, please contact your Records Assistant:

Occasional Teachers  
Sandra.Snooks@tdsb.on.ca : (Surnames A-L)  
416-397-3249

Occasional Teachers  
Terri.Delaney@tdsb.on.ca : (Surnames M-Z)  
416-397-3007

### Elementary Occasional Teachers:

- Elementary Occasional Teachers: the minimum number of days you must teach this year to remain on the list for the following school year is **25**. You will have until June 30, 2019 to complete the 25 days.

### Secondary Occasional Teachers:

- Secondary Occasional Teachers: the minimum number of days you must teach this year to remain on the list for the following school year is **20**. You will have until June 30, 2019 to complete the 20 days.
- If you have been provisionally reinstated to the Secondary Occasional Teaching List, you must teach for a minimum of ten (10) full time equivalent days between February 1 and June 30 to qualify for reinstatement to the Occasional Teacher List.
- **Accept all job offers**, as SFE may phone you for jobs associated with the classifications within your SFE profile. A Secondary Occasional Teacher who refuses four or more assignments (as per clause 20.7.0) for which they are qualified within a period of twenty (20) school days or who cannot be personally contacted for an assignment over a period of fifteen (15) consecutive schools days may be removed from the list.

For clarity, this refers to assignments for classifications on an Occasional Teacher's SFE profile for which they have indicated they are certificated (i.e. on their Ontario College of Teachers Qualifications Record) OR for which they have indicated they are willing to teach. If you have indicated a willingness to teach a particular classification (e.g. subject/grade/etc.) but do not want to be required to teach it you may want to consider updating your profile by sending an email to [dispatchteaching@tdsb.on.ca](mailto:dispatchteaching@tdsb.on.ca).

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## Things You Need To Know!

### LTO Application Packages

Please ensure that when you are applying to an LTO Posting that you submit **a complete application package** to the school. An incomplete package may result in not being considered for an interview.

A complete package includes:

- The completed LTO Application Form
- Up to date Cover Letter, Resume and References
- Up to date College of Teachers Certificate of Qualification
- If you have been placed on the LTO List, you **must** submit the LTO Confirmation letter you received from Employee Services – Recruitment for this application to be considered complete.
- If you require a copy of this letter, please contact:  
**Elementary Recruitment Department:** Irma Sampson (416-397-3477) or Mary Canty (416-397-3476)  
**Secondary Recruitment Department:** 416-338-4076

If you are applying by email, please submit your documents as **one attachment** which should include all the required items detailed above.

### Submission for Teachers on the LTO List to confirm eligibility for Permanent Teaching Positions

In order to apply to permanent positions released for new contract hiring, a teacher must meet the following criteria:

- Be on the LTO list, and
- Have completed a long term assignment in the TDSB that was at least four (4) months during which the teacher has not received an unsatisfactory evaluation.

Once the above criteria is met, please submit your information online by visiting the LTO Job Posting Website. Once your submission has been verified, you will receive communication from the Recruitment Department to confirm that you may apply to permanent Teaching positions. **Please note** that if you are on the TDSB Occasional Teaching list for **both** the Elementary and Secondary panels, the above criteria must be met within the panel for which you are submitting your application.

### Reminders about your LTO Assignment

- If you are a **half time LTO** who works half day assignments, **you will need to block yourself off by modifying** your daily availability. Phone the dispatch system, enter in your access ID (employee number) followed by (\*), enter in your PIN # followed by (\*). Press 5, and modify your daily availability (this must be done for each day of the week).
- If you are a half time LTO who works every other day you need to follow the same procedure under daily availability and block the days that you are not available. This is done on a weekly basis.
- Advise schools that you are in a 50% LTO, and provide them with the document included in your LTO Verification Email. You can find more information regarding this piece on

#### Payroll

Olinda D'Costa  
(A, Gr-Gy, J, La, O, W)  
395 - 9800

Cassandra Singh  
(B, I, N, Q, Ta-Te, V)  
395 - 9646

Kathy Nanos  
(C, F, Ro-Rz, U)  
395 - 9643

Nadine Ali  
(E, H, K, Ra-Ri)  
395 - 8532

Mary Ruth Lorino  
(D, Ga-Go, P, X)  
395 - 9652

Mary MacLean  
(Le-Ly, M)  
395 - 9655

Kim Lu  
(S, Th-Tz, Y, Z)  
395 - 9649

Wendy Lui (Supervisor)  
395-8233

Grant Thrasher (Administrator)  
395-9654

Elementary Recruitment  
?

Secondary Recruitment  
?

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### Benefits and Pension

Reception  
395-9642

Berta Luongo  
(A, H, Z)  
395-9803

Cheryl Goldman  
(C, O, Q, U)  
395-9805

Maki Serita  
(D, I, T)  
395-8311

Mary Wong  
(S)  
395-8318

Liz Goodall  
(G, L)  
395-8136

Karen Swatogor  
(M)  
397-3207

Chitra Prabakaran  
(N, P, V, Z)  
395-4360

Jin Jeon  
(E, F, W, Y)  
395-9644

Carmen Hong  
(K, R)  
397-3650

Arina Kazakova  
(B, J)  
395-8305

### Requesting a Leave from your Occasional Teaching Position

Should you require to be on leave from the Occasional Teaching List for any reason, it is incumbent that you complete and return the Occasional Teaching Leave Form with the appropriate supporting documentation before the start date of your leave. Leaves cannot be granted after the fact.

Those who neglect to provide an Occasional Teaching Leave Form for approval, prior to the start of their leave, will not be considered to have been on an approved leave from the Toronto District School Board Occasional Teaching list.

### Submission for Teachers on the LTO List to confirm eligibility for Permanent Teaching Positions

In order to apply to permanent positions released for new contract hiring, a teacher must meet the following criteria:

- Be on the LTO list, and
- Have completed a long term assignment in the TDSB that was at least four (4) months during which the teacher has not received an unsatisfactory evaluation.

Once the above criteria is met, please submit your information online by visiting the LTO Job Posting Website. Once your submission has been verified, you will receive communication from the Recruitment Department to confirm that you may apply to permanent Teaching positions. **Please note** that if you are on the TDSB Occasional Teaching list for both the Elementary and Secondary panels, the above criteria must be met within the panel for which you are submitting your application.

### Accepting Job offers from SmartFindExpress

In the previous school year, the Board struggled to fill daily Occasional Teaching job vacancies through the SmartFindExpress automated call-out system. In many instances, the shortfall has compromised the ability of schools to properly support the learning needs of our students.

Please appreciate that in the absence of Occasional Teachers picking up work for which they are available, the prospect of jobs going unfilled will remain a source of concern to all system stakeholders, most notably students and their parents. The TDSB community relies on its Occasional Teachers to provide for the kind of quality instruction and care that our students deserve when circumstances necessitate the absence of their regular teacher.

In the spirit of our shared commitment to the academic and personal well being of students, please be reminded of the importance of accepting all calls offered by SmartFindExpress, and to be aware of your professional obligations in respect to the required number of days that **must** be completed by June 30<sup>th</sup> of each year.

As previously announced, the new version of SFE includes new functionality for Substitutes, which allows them to enter the PIN only when they are called by the system, rather than entering both the Access ID and PIN.

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### SFE Information for all Occasional Teachers

#### Schedules within your SFE Profile

It is important that you have a schedule so SFE knows when to phone you.

If you know that you will not be available for daily work for a period less than 3 consecutive weeks, it is important that you adjust your SFE profile so you do not receive job offers.

If you are unable to accept work for a period exceeding 3 consecutive weeks, please submit a completed Occasional Teaching Leave Form.

This can be done via the web, or phone:

Creating Unavailable dates via Web Browser Access:

1. Type [tdsb.eschoolsolutions.com](http://tdsb.eschoolsolutions.com) in the address bar of your Internet Browsing Software.
2. Enter your User ID and Password.
3. Click **Submit**.
4. Go to **Schedule**.
5. Click on **Unavail Dates**.
6. Click on **New**.
7. Enter Start and End Date Range (MM/DD/YYYY) or use the calendar.
8. Select the *All Day* check box or enter the time range in HH:MM am or pm format.
9. Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time.
10. Click **Save**.

Creating Unavailable dates via Telephone Access:

1. Dial [416-338-4500](tel:416-338-4500)
2. Enter your Access ID and PIN.
3. **Press 5** to Review or Modify Unavailability Dates.
4. **Press 2** to add new Unavailability date(s)
5. Enter Start Date: two digits for the month, two digits for the day, two digits for the year (eg. September 2, 2016 = 090216)
6. Repeat for the End Date
7. Indicate if unavailability is all day
  - **Press 1** for YES
  - **Press 2** to enter time of unavailability. Enter two digits for the hour and two digits for the minutes. Press 1 for AM and 2 for PM.

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### **Making yourself unavailable during an LTO Assignment**

Once you have been advised that your LTO appointment has been setup, you will need to block yourself for the duration of your assignment. Please call the automated dispatch system phone (416) 338-4500, enter in your access ID (employee number) followed by (\*), enter in your PIN # followed by (\*). Press 5, and enter the dates of your unavailability. (e.g. enter in tomorrow's date and the end of your LTO assignment. You cannot enter in a past date.)

If you are a half time LTO who works half day assignments, you will need to block yourself off by modifying your daily availability. Phone the dispatch system, enter in your access ID (employee number) followed by (\*), enter in your PIN # followed by (\*). Press 5, and modify your daily availability (this must be done for each day of the week). If you are a half time LTO who works every other day you need to follow the same procedure under daily availability and block the days that you are not available. This is done on a weekly basis.

Once your LTO assignment has ended, please ensure you have unblocked yourself in Smart Find so you can receive call outs again.

### **50% LTO Assignments:**

If you work full day every other day, please print and provide the document that will be included in your LTO assignment email from Employee Services ("Half Time LTO Working Alternate Full Days Form" ) to school administration when working as a day to day Occasional Teacher on non LTO Reporting Days.

### **Review your SFE Jobs Daily**

It is important to review assignments in SFE on a daily basis to make sure that they are the same as you understand them to be, and that you are hired and approved to work in the appropriate position with the Toronto District School Board for that assignment.

There have been several instances where Substitutes have either not accepted jobs and have reported to schools anyway without the SFE job number; or Substitutes have accepted jobs correctly and have not shown up. All of this can be avoided by checking your assignments in SFE daily and particularly before you leave home for an assignment.

Remember - if you do not have an SFE job number, which is your proof that you are as signed to that job. then the system will show that you did not accept that assignment. Re view your SFE profile based on your locations, qualifications and availability.

If you have any questions in regards to your SFE Profile, or Availability, please phone 416-338-4747 Option 2.

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### What is myINFO?

myINFO is a web-based self-service solution which gives you direct access to your pay and benefits information. It is a secure, fast, and easy way to access your information in a modern and paper-less environment.

myINFO offers the following options for employee self-service:

**Personal Information:** Change your address, telephone number, or emergency contact.

**Payment:** Display, save or print your Pay Statements and T4s back to 2010.

**Benefits:** Display the plans in which you are currently enrolled and link to your benefits provider.

### Login Instructions for myINFO

1. Go to your web browser—Internet Explorer or Google Chrome are recommended
2. Enter **myinfo.tdsb.on.ca** in the browser window.
3. You will be redirected to the Academic Workspace (AW) page.
4. Type in your username and password and then click **Login**.
5. At the **myINFO Employee Self-Service** page at the top right corner (underneath the myINFO logo) click on **Login myINFO**
6. At the **Welcome to TDSB SAP Portal** window – Enter your user ID and password
7. At the **Welcome to TDSB's Second Level Authentication** page – Enter the answer to your security question and click Continue

**[Please note:** If you are logging into myINFO for the first time you will be required to set up your security questions in Password Manager—after doing so, please start again from step 1.]

If you require assistance with logging in, please contact: myINFO Support by phone at 416-338-4747, option 4, or by email at [myINFOhelp@tdsb.on.ca](mailto:myINFOhelp@tdsb.on.ca).

### Accessing Your Pay Statement Online

Once you have logged in to myINFO, please follow the steps below to access your pay statement

1. Click on Payment
2. Click on Employee Earnings Statement
3. A new window will appear defaulting to the current pay statement. You can go back to look at previous pay statements by choosing Previous Statement in the top left corner.
4. Once you are on the pay statement you would like to view you can chose to open or save your statement. The pay statement is a PDF document that can be saved to your computer.