



## HEALTH AND SAFETY TRAINING

### SUPPLY/REPLACEMENT/DAILY/SHORT OR LONG-TERM CASUAL/TEMPORARY SUPPORT STAFF AND OCCASIONAL TEACHERS

**To:** *Supply/Replacement/Daily/Short or Long-term Casual/Temporary Support Staff and Occasional Teachers*

**From:** *Dr. Kathy Witherow, Associate Director – Leadership, Learning and School Improvement and Andrew Gold, Executive Superintendent – Employee Services*

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The health and safety of our students and staff is top priority as we plan for the reopening of schools and administrative buildings. Based on the guidance from Toronto Public Health and the Ministry of Education, Supply, Replacement, Daily, Temporary, and Short or Long Term Support staff and Occasional Teachers are required to complete the mandated Health and Safety training to be better equipped and help stop the spread of COVID-19.

The following provides information about the completion of the mandated Health and Safety (COVID-19 related) training for all Occasional Teachers, Supply, Replacement, Short-Term Casual, Long-Term Casual and Temporary employees only.

Please be advised that if you have already completed the Health and Safety training courses you need not complete again. This may also apply to those who have, as an example, a Long-Term Occasional Teaching assignment or those Support staff who are in replacement positions lasting five (5) months or longer or those who have a permanent 0.5 position or those who may have completed the training.

This mandated Health and Safety Training Suite will be available commencing on September 8, 2020 for completion during the period of September 8 to 11, 2020. Staff will be compensated once all courses are completed within the training suite.

Completion of this training may be done remotely. For support staff who are already in approved assignments, this training may be done during your regular hours of work on site or remotely, with permission from your supervisor.

The information below contains the following:

**Part A** - System Expectations

**Part B** - Compensation

**Part C** - Access to Brightspace and KEY to Learn

**Part D** - Contact Information



# RETURNING TO SCHOOL



## PART A: SYSTEM EXPECTATIONS

The following chart outlines system expectations as it relates to the completion of health and safety training. If you have any questions, please contact Employee Services (for the respective Unit) or the Occasional Teaching Office.

Employee Group	System Expectation
<b>Elementary Teachers (Long Term Occasional - LTO)</b>	<ul style="list-style-type: none"> <li>Staff are expected to complete the training during their regular working hours</li> <li>Staff will be paid to complete training as part of their LTO Assignment</li> </ul>
<b>Secondary Teachers (Long Term Occasional - LTO)</b>	<ul style="list-style-type: none"> <li>Staff are expected to complete the training during their regular working hours</li> <li>Staff will be paid to complete training as part of their LTO Assignment</li> </ul>
<b>Elementary and Secondary Daily Occasional Teachers, Elementary Emergency Replacement Person, Secondary Emergency Replacement Person, and Occasional Con Ed Adult Day School Staff</b>	<ul style="list-style-type: none"> <li>The mandated Health and Safety Training Suite will be available commencing on September 8, 2020 for completion during the period of September 8 to 11, 2020.</li> <li>Staff will be compensated once all courses are completed</li> </ul>
<b>Support Staff - OSSTF, PSSP (Unit A)</b>  <b>(Replacement, Daily, Short-Term Casual or Long-Term Casual)</b>	<ul style="list-style-type: none"> <li>Staff are expected to complete the training remotely; or if in an assignment may complete it at their work site.</li> <li>In the event staff are in an active position, and complete the training as per their schedule, they will be compensated at the regular rate of their assignment.</li> <li>Upon completion, staff shall be compensated up to five (5) hours at their regular rate.</li> </ul>
<b>Support Staff - CUPE (Unit B)</b>  <b>(Supply Instructors)</b>	<ul style="list-style-type: none"> <li>Staff are expected to complete the training remotely.</li> <li>Staff may connect with their Program Officer should they have any questions.</li> <li>Upon completion, staff shall be compensated up to five (5) hours at their regular rate.</li> </ul>

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<p><b>Support Staff - CUPE (Unit C)</b></p> <p><b>Supply (classifications with CUPE equivalent)</b></p> <p><b>Temporary (ALL) (Daily, Replacement, or employees backfilling vacant positions)</b></p>	<ul style="list-style-type: none"> <li>• Staff are expected to complete the training remotely; or if in an assignment may complete it at their work site</li> <li>• Upon completion, staff shall be compensated up to five (5) hours at the regular rate.</li> <li>• In the event staff are in an active position, and complete the training as per their schedule, they will be compensated their regular rate of their assignment.</li> <li>• If not in a position, and should they have multiple approved assignments, they shall be paid the higher rate of the classification for this Health and Safety training.</li> </ul>
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## PART B - COMPENSATION

Support Staff will be compensated for up to five (5) hours. Occasional Teachers will be compensated for 1-day at their daily rate once all courses are completed within the learning suite. For clarity, support staff shall be compensated at their regular straight-time rate. In the event support staff are in an active position, and complete the training as per their schedule, they will be compensated at the regular rate of their assignment. If not in a position, and should they have multiple approved assignments, they shall be paid the higher rate of the classification for the Health and Safety training.

Payment for completed training will be processed as follows:

### ELEMENTARY AND SECONDARY OCCASIONAL TEACHERS

Course Completion Periods	Compensation Schedule
Up to October 31, 2020	<p>A day of work will be allocated on your calendar on November 20, 2020.</p> <p>Payment will be processed on the December 10, 2020 pay date.</p> <p><b><u>Please note:</u></b> If you are a retiree in receipt of OTPP payments and complete the training between September 1 and October 31, a day of work will be allocated on your calendar on November 20, 2020. Please include this date when you are counting your days worked to ensure you do not exceed your OTPP limit on the number of days you are allowed to teach.</p>

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November 1, 2020 – June 29, 2021	<p>A day of work will be allocated on your calendar on June 29, 2021.</p> <p>Payment will be processed on the July 22, 2021 pay date.</p> <p><b><u>Please note:</u></b> If you are a retiree in receipt of OTPP payments and complete the training between November 1 and June 29, a day of work will be allocated on your calendar on June 29, 2021 Please include this date when you are counting your days worked to ensure you do not exceed your OTPP limit on the number of days you are allowed to teach.</p>
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### SUPPLY/REPLACEMENT/DAILY/SHORT OR LONG-TERM CASUAL/TEMPORARY SUPPORT STAFF

Course Completion Periods	Compensation Schedule Payment will be processed on:
Up to September 11, 2020	October 31, 2020
September 12- October 31, 2020	November 30, 2020
November 1 - November 30, 2020	December 31, 2020

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## PART C - ACCESS BRIGHTSPACE AND KEY TO LEARN

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Information Technology Services (ITS) has made the following changes to provide a stable and reliable experience for staff completing the Health and Safety learning suite. If experiencing technical issues contact [ServiceIT](#) online or by phone at 416-395-HELP, Option 5.

Staff are required to complete this training remotely. For Unit B and Unit C employees in Funded or Continuing Education, please connect with the Supervisor to assist in any arrangements.

The following provides information on how to access and complete the training.

<b>All Occasional Teachers (Elementary and Secondary)</b>  <b>All Supply/Replacement/Daily/Short Or Long-term Casual/Temporary Support Staff</b>	Access the training through the <b>Brightspace</b> website. Click <a href="#">here</a> to get started.  All training will be reflected in the employee's KEY to Learn achievement record and may take up three (3) business days to update upon completion of a course.
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## PART D - CONTACT INFORMATION

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<b>Technical Issues</b>	<a href="#">ServiceIT</a> online or by phone at 416-395-HELP, Option 5
<b>Payroll</b>	<a href="mailto:payrollassistance@tdsb.on.ca">payrollassistance@tdsb.on.ca</a>
<b>Adult Day School</b>	<a href="mailto:AdultDaySchoolSubmission@tdsb.on.ca">AdultDaySchoolSubmission@tdsb.on.ca</a>
<b>Occasional Teaching Office</b>	<a href="mailto:Sam.Venneri@tdsb.on.ca">Sam.Venneri@tdsb.on.ca</a>
<b>Support Staff Office</b>	<a href="mailto:SupportStaff.Recruitment@tdsb.on.ca">SupportStaff.Recruitment@tdsb.on.ca</a>
<b>Other Inquiries:</b> Professional Learning, Training and Leadership Development Unit	<a href="mailto:plu@tdsb.on.ca">plu@tdsb.on.ca</a>

