



Procedural Handbook for Occasional Teachers

Revised 2026



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

PVNC
Catholic

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The Peterborough Victoria Northumberland and Clarington Catholic District School Board employs exemplary occasional and permanent teachers and leaders at the elementary and secondary levels across the system. Occasional teachers are essential to the success in our schools, and have responsibility for supporting and advancing the Board’s vision of creating a culture of faith, hope and love to ensure equity and well-being.

Occasional Teachers – whether assigned to casual and/or long-term occasional positions - have a role in supporting the students and staff in our Catholic schools at all times by demonstrating professional and personal teaching practice; promoting student achievement; being part of our professional learning communities; and a dedication to achieving the Ontario Catholic Graduate Expectations.

1. OCCASIONAL TEACHER (CASUAL) VS. LONG TERM OCCASIONAL TEACHER (LTO)

Article 2 of the [Occasional Teacher Collective Agreement](#) defines Occasional Teachers and distinguishes “Casual” from “Long Term” Occasional Teachers.

2. DISTRIBUTION OF OCCASIONAL TEACHER (CASUAL) WORK

Occasional Teacher (Casual) assignments are distributed on the basis of rotational order according to the local terms of the Collective Agreement and an Occasional Teacher’s profile. There are three distinct levels for Occasional Teachers outlined in the Collective Agreement:

- A List – Occasional Teachers
- C List – Retired PVNC Catholic Teachers

Rotation is continuous day after day, so that the call out continues where it left off in the previous call out times. The exceptions would be as per #3 below, or when an Occasional Teacher’s casual assignment is extended, or in the case of “Special Requests” as per Article 24.02 (c).

In instances where a casual assignment is not filled as noted above, an Occasional Teacher may be administratively assigned to an assignment. In this case the assignment is recorded and the Occasional Teacher who accepted the assignment shall not be skipped in the regular rotation of assignments.

3. THE MECHANISM FOR THE DISTRIBUTION OF CASUAL OCCASIONAL TEACHER ASSIGNMENTS

The automated call out system dispatches assignments as follows:

1. Evenings, Sunday to Thursday, between 5:30 pm and 9:30 pm
2. Mornings, Monday to Friday, between 6:00 am to 8:00 am

Calls may be made after 8:00 am if assignments still need to be filled on that day.

Note (The automated call-out dispatch system will continue to call and send texts during holiday periods, including Sundays. The only time the system will be shutdown is over the scheduled Christmas Break and March Break)

4. MANAGING YOUR SFE PROFILE

When an Occasional Teacher is hired by the Board, they are required to complete a profile form which outlines the Occasional Teacher's geographic areas, divisions, availability, etc. **Changes to a profile after this point are completed by emailing to sfe@pvnccdsb.on.ca.**

It is the responsibility of Occasional Teachers to provide Human Resource Services with the following items:

- Updated or new Ontario College Teacher qualifications (including AQs);
- Additional degrees;
- Qualifications Evaluation Council of Ontario (QECO) updates (salary rating);
- Transcripts.

The more options an Occasional Teacher includes in their profile (i.e. more geographic areas, more divisions, etc.), the higher volume of work they will be called for. This can be done by emailing sfe@pvnccdsb.on.ca. **It is up to an Occasional Teacher to check their profile for accuracy.**

5. ONTARIO COLLEGE OF TEACHERS

It is the responsibility of an Occasional Teacher to ensure they stay in good standing with the Ontario College of Teachers (OCT). If an Occasional Teacher is in a **Long Term Occasional assignment in January and February of a school year, the Board will deduct the OCT fees** from the Occasional Teacher's pay and send to the (OCT). **If not in an LTO, the Occasional Teacher must arrange payment to the [OCT](#) themselves prior to April 15 or additional fees may apply if there is a late payment.**

6. PHOTO IDENTIFICATION ACCESS CARDS

Occasional Teachers are required to wear their assigned PVNC Photo Identification Access Cards at all times while they are on school property.

For Occasional Teachers who lose their access card there is a replacement fee of \$20.00, payable by e-transfer. Should you need a replacement access card, please contact the Office of the Superintendent of Business. With photo identification, a temporary day pass will be provided by the School.

7. ARRIVING AT A SCHOOL

- Morning Assignments – At least fifteen (15) minutes prior to the start of the school's morning bell time;
- Afternoon Assignments – At least five (5) minutes prior to the start of the school's afternoon bell time.
- Multiple Assignments – in the event that an Occasional Teacher has accepted two (2) assignments on the same day at two (2) different schools, every attempt should be made to arrive at the afternoon assignment as per the above. Second assignments can only be accepted if the commute is reasonable and the teacher can safely travel between sites to ensure coverage at both locations. If this criteria cannot be met, the Occasional Teacher must decline the job using Travel Time as the reason code.

Upon arrival at a school, all Occasional Teachers shall report to the school's Main Office, and will be provided with the following information concerning the school and the specific assignment:

- Name of Principal, Vice-Principal, Secretary and Teacher-in-charge, bell times;
- Floor plan of the school clearly indicating room numbers;
- Procedures for dealing with student discipline;
- Emergency procedures;
- Class list(s) and seating plan for the class or classes;
- Attendance procedure;
- The Teacher's timetable being replaced, lesson plans for the assignment and the supervision duties of the Teacher being replaced;
- Particulars of the class: exceptionalities, name(s) of Support Staff if applicable, names of students who may require additional assistance, etc.;
- Required response to special health concerns of students;
- Keys/fobs to classroom(s);
- Access to Notification of Potential Risk of Injury Records.

8. DUTIES AND RESPONSIBILITIES OF OCCASIONAL TEACHERS

The conduct of Occasional Teachers will be in accordance with the Education Act, Board policy and procedures, Ontario College of Teachers Act, and other relevant legislation.

Occasional Teachers are mandated to fulfill the duties and responsibilities of the applicable legislation and also follow Board Policies. See for a copy of the Index of the [Board policies](#). A complete copy of the Board's Policies is available in any school, at the Catholic Education Centre or the Board's website. The duties of a Teacher as per the above documents are:

- The Occasional Teacher must maintain student safety at all times. The Occasional Teacher should be made aware of the school's routine safety measures, such as playground rules and fire routes. If the plans left by the teacher being replaced include a class trip or activities which raise concerns around students safety, the Occasional Teacher should bring such concerns to the attention of the Principal or designate, at the earliest opportunity so that the plans may be appropriately modified;
- An Occasional Teacher shall diligently teach the classes or subjects assigned. The Occasional Teacher should be available to assist student learning and to insist on standards of work and behaviour appropriate to the grade;
- Be responsible for effective instruction, training and evaluation of the progress of students in the assigned classes or subjects;
- Teach Religious Education and Family Life Education using the programs approved by the Board;
- Carry out the supervisory duties assigned by the Principal, as outlined in the collective agreement;
- Maintain, under the direction of the Principal, proper order and discipline in the classroom and while on duty in the school and on the school grounds. If discipline problems arise, the Occasional Teacher should address them promptly in an appropriate fashion, which will put the students back on task as quickly as possible. If an Occasional Teacher encounters a more difficult or challenging classroom situation, they should contact the Main Office and then follow up with a discussion with the school Principal at the earliest possible opportunity;
- Cooperate with the Principal and other teachers to maintain consistent disciplinary practices in the school;
- Follow day plans left by the regular classroom teacher. The Occasional Teacher should provide to the students, the program planned and prepared by the teacher being replaced;
- Conduct the class in accordance with the curriculum approved by the Board.

- Respect the confidentiality of information provided to the Occasional Teacher in the course of their employment including:
 - personal information concerning the students;
 - information concerning the school or staff.

9. THE OCCASIONAL TEACHER'S ROLE IN THE CLASSROOM

The Occasional Teacher should correct routine seat work and short tests as per the direction of the Teacher being replaced, with the understanding that an answer key has been provided. Longer evaluation exercises, especially those requiring subjective judgment, are best left to the Teacher being replaced.

The Occasional Teacher should be prepared to provide an appropriate learning activity or additional subject work if the students complete the work assigned by the Teacher being replaced. For example, students could be assigned silent reading or asked to complete any unfinished work..

10. RYAN'S LAW

In accordance with [Ryan's Law, 2015](#) and [PVNC Administrative Procedure #804](#), teachers shall:

- in the case of an emergency, assist with administering asthma medication to students in their care;
- call 911, or, if appropriate, notify the principal or designate to call 911, in the case of a medical emergency;
- become familiar with all students in their care who have been diagnosed with asthma;
- monitor the school's health and safety board or area where students who have been diagnosed with asthma have their pictures and medication information displayed;
- communicate regularly with parents/guardians in their class who have a child diagnosed with asthma for any updates related to the child's medical care or condition;
- report to the principal or designate of any student who has experienced an asthmatic exacerbation immediately or as soon as possible.

11. SABRINA'S LAW

In accordance with [Sabrina's Law, 2005](#) and [PVNC Administrative Procedure #825](#) teachers shall:

- in the case of an emergency, assist with administering anaphylaxis medication to students in their care;
- call 911, or, if appropriate, notify the principal or designate to call 911, in the case of a medical emergency;
- become familiar with all students in their care who have been diagnosed with a life threatening allergy;
- monitor the school's health and safety board or area where students who have been diagnosed with an allergy have their pictures and medication information displayed;
- report to the principal or designate of any student who has experienced an anaphylactic reaction immediately or as soon as possible.

12. LOCKDOWNS/HOLD AND SECURE/SHELTER IN PLACE

Occasional Teachers must familiarize themselves with the school's Emergency Response procedures. The principal must ensure that there is a way to lock the door of the classroom where the Occasional Teacher is working in the case of a lockdown, so Occasional Teachers should familiarize themselves with this procedure, also, as it will perhaps vary from site to site.

In accordance with [PVNC Policy and Administrative Procedure #904](#):

If any staff member sees a threat to safety in the school and asks for a lockdown announcement, the staff member closest to the PA announcement system shall immediately read the PA announcement for a lockdown over the PA system. Other school staff in the area will contact the nearest principal and/or vice-principal, dial 911 to inform the police that a lockdown has just been announced at the school with details of the report leading to the announcement, and call the Board Office to inform senior administration and/or the Manager of Communications.

In classrooms and secure areas during a lockdown, staff and students will stay away from doors and windows, turn off lights, close blinds, stay out of sight lines into the area, cover windows into the area, take cover, remain quiet, and refrain from cell phone use except for 911 call purposes. The teacher will take attendance in the area.

In portables, desks are to be tipped on their sides with desk-tops facing out, and all desks are to be placed in a circle. The staff and students are to take cover within the circle, crouched down on the floor lower than the top edge of the desk during a lockdown drill or event. In the event of a "Shelter in Place" emergency, staff and students in portables will proceed to the main school building if it is safe to do so. If it is unsafe to move from the portable classroom to the main school building, the staff and students in the portables will remain there and take shelter.

In elementary schools, a staff member working closest to the washroom area will check the washroom if it is safe to do so. Any students found in the washroom will be taken to the nearest secure area. In secondary schools, students are to be instructed to get out of the washroom and proceed immediately to a secure area. Additionally, for the safety of students with special needs in the secondary school, a staff member working closest to the washroom area will check the washroom if it is safe to do so. As a last resort, staff or students who are unable to proceed to a secure area should make all efforts to secure the bathroom door, enter a stall, lock the door, and climb on top of the toilet.

In open areas of the school such as cafeterias, libraries, hallways, and other areas, staff and students will proceed immediately to a secure zone or exit the school through an exterior door if possible. If this is not possible, staff and students will take cover as best as possible, lay motionless, and remain quiet.

If a staff member or student is outside of the school building when a lockdown is announced, they shall proceed to the off-site evacuation location as determined by each individual school.

If a fire alarm is pulled during a lockdown, staff and students shall remain locked down and they will not evacuate the school building. If a fire occurs during a lockdown and staff and students are located in the area of the fire, staff and students will respond to the most immediate threat.

To conclude a real lockdown, the police will proceed room by room and they will escort the evacuees to the evacuation location.

13. EXCEPTION TO SUPERVISION DUTIES OF THE TEACHER BEING REPLACED

An Occasional Teacher is excused from any supervision duties prior to the start of the instructional day, on the first day of an assignment, either morning or afternoon, in order to give the necessary time to prepare for instruction.

14. CONFIDENTIALITY

An Occasional Teacher may, through the course of an assignment, be privy to confidential information about a student, a student's family and/or a staff member. Occasional Teachers are not at liberty to share such information with anyone unless authorized by the school Principal or a Supervisory Officer. The only exception would be a concern about child abuse and in such circumstances this must be reported in accordance with [Board Policy 513](#) and the Child and Family Services Act.

15. SUPPORT IN THE CLASSROOM

EAs, ECEs, parent volunteers and student teachers are often present in classrooms. A good practice for Occasional Teachers is to introduce yourself, collaborate, understand their role, review the day's lesson plan with them, and demonstrate respect for additional staff at all times.

16. COMMUNICATION WITH PARENTS

Communicating with parents is normally the responsibility of the Teacher being replaced. Prior to contacting a parent in writing or by phone, the Occasional Teacher should review the situation with the Principal.

When you come into contact with a parent/guardian introduce yourself, be cordial, listen to any concerns. If possible defer to the regular teacher by indicating when the regular teacher is expected to return or by mentioning that you will leave a note for the regular teacher. Referring the parent to the Principal or Vice Principal is also acceptable.

17. LEAVING THE SCHOOL

Before leaving the school after an assignment a Occasional Teacher should:

- Ensure the classroom is left in the same condition as upon arrival;
- Leave a note for the Teacher being replaced summarizing the day's key events;
- Report to the school's Main Office at the conclusion of an assignment to return all school property, sign out, return keys, etc.

18. DATES OF UNAVAILABILITY

In the event that an Occasional Teacher becomes unavailable on sporadic days (Less than 5 consecutive days), they must enter those dates of unavailability within their profile on the automated call out system.

If an Occasional Teacher will be unavailable for more than five (5) consecutive working days, they are required to request a leave of absence through Human Resource Services. To request a leave, visit [Clevr](#) and use your C-Pass username and password to login.

When approved the Occasional Teacher must enter the dates of unavailability in the automated callout system immediately. Refer to Article 8 of the [Collective Agreement](#) for further detail. (See Appendix - Resources for instructions on requesting a leave of absence.)

19. UNABLE TO ACCEPT AN ASSIGNMENT

It is important that the Occasional Teacher enter absence codes when declining an assignment, as per the Collective Agreement (see Appendix - Resources), in the automated system if they will not be available for assignment. In the event that an Occasional Teacher has not made themselves unavailable for a specific day and is contacted by the automated call out system, they must provide a reason for declining the assignment as per the reasons listed in the Collective Agreement. Failure to provide a reason for declining an assignment or hanging up may be considered a refusal. An Occasional Teacher who refuses two assignments without stating an acceptable reason as per Article 24.03 of the Collective Agreement within a period of twenty (20) working days, may be removed from the Occasional Teacher List at the discretion of the Board. (See Article 24.03 of the [Collective Agreement](#))

In the event that an Occasional Teacher is unable to be contacted by the automated call out system in a period of sixty (60) consecutive working days, the Occasional Teacher may be removed from the Occasional Teacher List at the discretion of the Board. (See Article 24.03 of the [Collective Agreement](#))

20. COMMITMENT TO AN ASSIGNMENT

When an Occasional Teacher accepts an assignment from the automated call out system, they are expected to honour the assignment barring unforeseen or emergency circumstances.

If an assignment is changed upon arriving at the school, the daily Occasional Teacher may choose to accept the change or refuse the change in assignment. If the daily Occasional Teacher refuses to accept the change in assignment they will not be paid for that day. The daily Occasional Teacher may contact the SFE number and request any other available assignment that has gone unfilled.

In the event of an unforeseen or emergency circumstance that prevents an Occasional Teacher from honouring an assignment, they must cancel the assignment in the callout system immediately so that the system can reassign the job. A Occasional Teacher should use their best judgment to determine whether the school needs to be advised directly. SFE Administration should be contacted in the event that the Occasional Teacher is unable to cancel the assignment:

(705) 748-4861 ext 1269 (Ask to speak with SmartFind Express) 7:00am - 2:45pm
sfe@pvncdsb.on.ca

If an Occasional Teacher encounters difficulty en route to an assignment and may not report before the beginning of instructional time, they are required to call the school to advise them of the situation.

21. SCHOOL BUSES CANCELLATIONS

In the event that buses are canceled (i.e. as a result of inclement weather), an assigned Occasional Teacher should report to the school they were scheduled to attend unless weather conditions make it unsafe to do so. Schools remain open despite school bus cancellations.

Unless an Occasional Teacher is notified that their assignment is canceled, they are expected to report to their accepted assignment. If an Occasional Teacher feels it is unsafe to report to that school, they are required to cancel the assignment in the automated callout system immediately using the inclement

weather code. The Occasional Teacher should make themselves unavailable for the day in SmartFind Express (SFE).

In the event that an Occasional Teacher is not given adequate notice of an assignment cancellation and reports to the school, the Occasional Teacher shall be compensated for that day's assignment and shall be assigned duties at the Principal's discretion.

22. OCCASIONAL ASSIGNMENT EXTENSION

If an Occasional Teacher has been assigned to replace a teacher whose absence is subsequently extended into the following day or additional consecutive days, they may be requested by the Principal of the school to return to the same assignment for the next day(s). Upon acceptance by the Occasional Teacher of the extended assignment, the Principal will notify the automated callout system of the extended assignment.

If an Occasional Teacher has accepted assignments which conflict with the ability to accept the extension, they must cancel said assignments immediately using the Assignment Within the Board code.

23. OCCASIONAL TEACHER PAY

All Occasional Teachers shall be paid on the 15th and the last day of each month or on the business day prior if either pay day falls on a weekend or holiday, in accordance with Article 15.01 of the Collective Agreement. Such compensation is based upon the number of assignments performed as an Occasional Teacher at the rate as set out in Article 15.02 of the [Collective Agreement](#) OR compensated as a Long Term Occasional Teacher at the grid rate as set out in the OECTA Collective Agreement.

The first pay date of each school year for an Occasional Teacher is September 30th and the last pay day of each school year is July 15th. There will be three pays in December, December 15th, the last day before Christmas Break and December 31st. There is only one pay in January on January 31st.

The twice monthly pay will be deposited electronically into the Occasional Teacher's bank account. Pay statements are sent to the Occasional Teacher's Board email. Such pay statements are password protected. The password is provided to the Occasional Teacher by the Board's Payroll department.

Any questions regarding pay should be referred to the Payroll department at the Catholic Education Centre.

If a Long Term Occasional Teacher has questions or concerns regarding their placement on the salary grid, they should contact the Human Resources Officer directly to discuss any discrepancies.

24. QUALIFICATIONS EVALUATION COUNCIL OF ONTARIO (QECO)

All Occasional Teachers are required to have a QECO Programme 5 rating on file with the Board. Any applicable salary adjustment arising from the acquisition or upgrading of a QECO Rating will be retro-active to the date of course completion that results in a QECO rating change while in Long Term Occasional assignment(s) in the same school year. Long Term Occasional Teachers shall have until June 30th of the current school year to provide a Programme 5 QECO. rating and proof of course completion date. Extensions beyond the June 30th deadline will be granted due to delays in the evaluation of requests by QECO provided acceptable proof of course completion and QECO submission is submitted to Human Resource Services on or before June 30th. Where such acceptable proof is submitted as required,

the Occasional LTO Teacher shall be eligible for retroactive adjustments as outlined in Article 15.02(c) of the [Collective Agreement](#).

25. TEACHER CERTIFICATION

The Education Act mandates that each Occasional Teacher must possess a valid Certificate of Qualification in good standing from the Ontario College of Teachers.

It is the responsibility of Occasional Teachers to remain a member in good standing with the Ontario College of Teachers. All Occasional Teachers are responsible for remitting their annual membership fee to the Ontario College of Teachers. If an Occasional Teacher is in a long-term occasional assignment during the month of January and beginning of February, the Board will automatically remit the annual fee to the Ontario College of Teachers via payroll deduction.

26. REQUEST FOR NAME AND/OR ADDRESS CHANGE

An Occasional Teacher who changes their address must update their contact information with the Board. An Occasional Teacher can change their address by accessing [eServe](#) (see Appendix -Resources for details on accessing [eServe](#)).

In order to request a name change, the employee must complete the [Name Change Form](#) found on the Loop under forms and produce a new birth certificate or marriage certificate to verify the change. In order to register an official change of name with the Ontario College of Teachers and/or to receive a new Certificate of Qualification, Occasional Teachers are required to contact [Client Services](#) at the College of Teachers.

27. SCHOOL YEAR CALENDAR

Each year the Board publishes a new School Year Calendar, which lists key dates, such as Professional Development days, holidays, examination dates, contact information for key Board personnel, and a Directory of Schools. A copy is available on the Board website [here](#).

28. WORKPLACE INJURIES

The Board recognizes in order to maintain a safe and healthy workplace, all employees must report incidents that cause workplace injuries and occupational illnesses. Reporting of workplace accidents is a requirement of the Occupational Health & Safety Act and the Workplace Safety and Insurance Act.

In case of injury at work, the employee shall:

- Get first aid or medical care immediately if needed. Inform the treating physician that the injury occurred at work and discuss modified work if required.
- Report the injury or illness to your Principal or designate on the day of the injury/incident.
- Complete the Employee Report of Incident / Injury Form on [Clevr](#) as soon as possible.
- Seek out the school Health and Safety Rep for assistance.
- Stay in contact with the Board and PVNC OECTA while you recover. Discuss and participate in a return to work plan, if applicable.
- Provide Human Resource Services with a copy of the Form 6 once received and completed, prior to mailing the original to WSIB.

Following a workplace injury where you have sought medical attention, you will be required to provide the Board a copy of PAGE 3 of the FORM 8 from the treating physician.

Safe Schools Incident Reporting Form

The Board shall be committed to the development of each student as a moral, faithful person created in the image of God and shall support the learning of each student and the safety of the Catholic school community.

All employees of the Board, who become aware that a student may have engaged in a serious student incident, shall report the matter to the principal as soon as reasonably possible.

All employees of the Board are responsible for:

- Reporting to the school principal, as soon as reasonably possible, when they become aware that a student of the Board may have engaged in a serious student incident. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to the principal no later than the end of the school day; and
- confirming all reports of serious student incidents, including those made orally to the principal, using the “Safe Schools Incident Reporting Form” on [Clevr](#) as soon as possible.

29. APPLY TO EDUCATION

All Occasional Teachers with our Board are required to maintain their registration, contact information, application and portfolio on-line via www.applytoeducation.com (ApplytoEd).

Occasional teachers may apply to available postings for which they are eligible and qualified in accordance with current Ontario Ministry of Education Regulations and the local current collective agreement on ApplytoEducation.

The Board pays for the annual ApplytoEducation registration fees as long as the teacher remains employed with the Peterborough Victoria Northumberland Clarington Catholic District School Board. Occasional teachers will maintain only one (1) application and portfolio on ApplytoEducation and can edit/delete/add to their application in real time year round. [ApplytoEducation](#) is accessible 24/7. Any occasional teacher who becomes hired permanently with the Peterborough Victoria Northumberland Clarington Catholic District School Board, must still maintain their ApplytoEducation registration account.

Should you have any questions about ApplytoEducation or require assistance, please contact Customer Service directly at 1-877-900-5627.

30. LONG TERM OCCASIONAL TEACHING ASSIGNMENTS

Available Long Term Occasional Teaching assignments can be viewed and accessed on-line via www.applytoeducation.com (ApplytoEd) year round. Occasional Teachers who are eligible and qualified for assignments will apply directly to the posting on ApplytoEd. Applicants to LTO postings are awarded in accordance with the current Ontario Ministry of Education Regulations and the [Collective Agreement](#). Awards shall be posted on the [OECTA Job Awards spreadsheet](#).

31. BENEFITS

Occasional Teachers who are performing daily supply work may purchase a benefit plan from the Employee Life and Health Trust which is run by the Ontario Teachers' Insurance Plan (OTIP). Note, there are strict timelines for purchasing benefit coverage.

Occasional Teachers who are in an LTO longer than 3 months (90 days) will receive an invitation to join the benefit plan. Although the invitation and registration process does take some time, eligible expenses will be covered from the beginning of the LTO so all receipts should be kept so they can be submitted. OTIP will be in contact with LTOs via Board email for registration information and it is time sensitive.

For more information go to the [OECTA Provincial website](#) under Benefit Plans to view or contact the OECTA PVNC Unit office at 705-742-7843/1-844-742-7843 or www.pvncoecta.ca.

32. INCIDENTS DURING AN ASSIGNMENT

A situation may occur during an assignment whereby the Principal or Human Resource Services contacts you afterwards. As a member of OECTA, you have access to OECTA representatives at each school to consult for advice. Association representation at meetings that may lead to discipline must be offered. If a meeting with an occasional teacher becomes potentially disciplinary in nature, the meeting will stop until an Association representative is present. This does not preclude from having meaningful discussion with occasional teachers on a daily basis. The Unit President, Bargaining/Grievance Officer and the Occasional Teacher Representative are able to assist with questions or concerns should they arise. They can be best contacted at the OECTA PVNC Unit office at 705-742-7843/1-844-742-7843.

33. INFORMATION ABOUT EMPLOYMENT INSURANCE

As a Teacher, you may be able to receive Employment Insurance (EI) [regular benefits](#) during [non-teaching periods](#). You must qualify for these benefits like any other individual. However, if you're [teaching in primary, secondary and other schools](#), you will also need to meet certain [conditions](#).

For more information visit [Service Canada](#)

The Payroll Department sends out a Record of Employment (ROE) in early July. As per Article 17.01(c) of the [Collective Agreement](#) Effective September 1, 2020, for the sole purpose of Employment Insurance, the number of insurable hours to be reported shall be eight (8) hours per day.

34. ANY OTHER QUESTIONS AND/OR CONCERNS

The Procedural Handbook for Occasional Teachers is not an all-inclusive document. If an Occasional Teacher has an issue that is not completely addressed in this Handbook, they should review the matter with:

- The President of the PVNC OECTA Unit; or
- The Principal in the school; or
- The Board's Human Resource Services department.

APPENDIX - DIRECTORY

PETER L. ROACH CATHOLIC EDUCATION CENTRE

1355 Lansdowne Street, West
Peterborough, ON K9J 7M3
705-748-4861
1-800-461-8009
HUMAN RESOURCE SERVICES FAX: 705-748-9563
General Board Office FAX: 705-748-9734
Board website: www.pvnccdsb.on.ca
SFE Email: sfe@pvnccdsb.on.ca

Ontario English Catholic Teachers' Association (OECTA) – PVNC, UNIT OFFICE

Website: www.pvncoecta.ca
E-Mail: president@pvncoecta.ca
Cell: 705-768-8684
2078 Davis Rd
Cavan, ON K9J 0G5
705-742-7843
1-844-742-7843
FAX: 705-742-8599

APPLY TO EDUCATION (ApplytoEd)

Website: www.applytoeducation.com
1-877-900-5627

Ontario English Catholic Teachers' Association (OECTA) PROVINCIAL OFFICE

Website: <http://www.catholicteachers.ca>
1-800-268-7230

ONTARIO COLLEGE OF TEACHERS (OCT)

Website: <http://www.oct.ca/>
1-888-534-2222 or 416-961-8800

QUALIFICATIONS EVALUATION COUNCIL OF ONTARIO (QECO)

Website: <http://qeco.on.ca/>
416-323-1969 or 1-800-385-1030

SMART FIND EXPRESS (SFE) PVNC AUTOMATED CALL OUT SYSTEM

Website: <https://pvnccdsb.eschoolsolutions.com/logOnInitAction.do>
SFE e-Mail: sfe@pvnccdsb.on.ca
705-748-4861 or 1-800-461-8009 Ext 1269

APPENDIX - RESOURCES

[SCHOOL START AND DISMISSAL TIMES](#)

[SCHOOL LOCATION DIRECTORY](#)

[OECTA PVNC OCCASIONAL TEACHER COLLECTIVE AGREEMENT](#)

[WORKPLACE HARASSMENT PREVENTION POLICY](#)

[WORKPLACE VIOLENCE PREVENTION POLICY](#)

[SMART FIND EXPRESS TIP SHEETS](#)

[LEARNING TECHNOLOGIES WEBSITE - VIDEO GUIDES TO THE GOOGLE PLATFORM](#)

[GETTING STARTED WITH GOOGLE CLASSROOM](#)

[APPROVED APPS LIST](#)

EServe Instructions

(Employee Self Service Login)

Please visit the following secure website: <https://sdsweb.pvnccdsb.on.ca> and log in.

Username: the prefix to your board email username

(Example: akyle@pvnccdsb.on.ca – username is akyle)

Password: the PIN number issued by payroll to access your online paystub.

If you do not know your PIN # or have forgotten contact payroll@pvnccdsb.on.ca

Note, if you do not have your PIN, the Payroll Department will email your pin prior to your first pay.

If you place your mouse over “Profile” and click, you will see tabs that you can click on for information.

(For example: You can view and/or change address, phone and emergency contact information. Any changes you make will automatically update our HR and Payroll systems)