

From: [Della Mora, Adrian \(Superintendent of Human Resources\)](#)

Sent: October 15, 2020 11:25 AM

To: [All SS Principals](#); [All ES Principals](#)

Subject: Important Reminder - Occasional Teachers: Article 7.17(a) and Appendix B

Importance: High

Good Morning Colleagues,

During negotiations, the Board agreed to advise its Principals and the TECT and TSU Bargaining Units (representing Occasional Teachers) in writing twice yearly that Occasional Teachers are to receive an equitable distribution of supervisory duties and on-call assignments similar to other teachers.

Please review the following expectations and ensure that they inform your daily practices:

From TOTL CA- Article 7.17(a) "An occasional teacher will be assigned only those instructional and supervisory duties of the teacher being replaced or such other equivalent duties which the Principal might otherwise assign."

Also, please refer to Article 7.17(e) (i) & (ii) for occasional teachers who accept half-day assignments:

- (e) (i) Occasional Teachers shall receive a minimum of one half (1/2) day's pay.
- (ii) Should the assignment extend beyond the mid-point of the instructional day, the Occasional Teacher will receive a full day's pay. The Occasional Teacher will be expected to remain at the school for the entire school day and perform duties assigned by the principal or designate.
- (iii) For those assignments that begin prior to the mid-point of the instructional day, the Occasional Teacher will receive a full day's pay and will be expected to report to the school at the start of the instructional day and fulfil duties as assigned by the principal or designate.

Appreciative of your leadership,

Adrian

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