

# TS\*YOU

## HIGHLIGHTS

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ISSUE FOR  
OCCASIONAL  
TEACHERS

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## Welcome from the President

*Pete McKay, TSU President*

Greetings Occasional Teachers.

As we continue the journey of incorporating our Occasional Teachers into the TSU fold, we present a special OT Edition of the TSU newsletter. It has been a particularly difficult experience for OTs the past 7 months as you have had to contend not only with Covid-19 but also a precarious work situation. Many of you feel short changed by the impact the lack of work in the spring had on you. The impact continues for those who are involved in daily OT work, this fall. Thankfully, there has been respite for some, with the need for additional full-time teachers in the two stream system that we now have. We are constantly hoping and working for improvements in the situation for all of you.

The learning curve, this past year, for those of us involved in doing the work that TOTL used to do for you has been steep. But we continue to learn with the help of your OT Rep, JoAnne Maher, who served you so well for so many years on the TOTL executive. Adjustments continue to be made in the office and throughout the Unit, in general, to try and ensure that OTs are represented and communicated with. Some of the old means have to be rethought and new ones explored. This OT edition of the TSU newsletter is one way in which we can help to inform and include you in the activities of the Unit.

As we continue to move forward, please let us know what you need as a teacher and as an Association member.

Take care,

Pete

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OECTA—Toronto  
Secondary Unit



@tsuOECTA



tsuoecta

# Welcome from the OTR

*JoAnne Maher, Occasional Teacher Representative*

Welcome all to a special edition of **TS\*YOU Highlights**, in the tradition of the “Occasionally Speaking Newsletter” dedicated to all OTs who teach in the secondary panel. In this issue you will find some great information, important reporting forms, tips for OTs, and highlights of our current Collective Agreement 2014 – 2019.

As you are aware, local bargaining has not yet begun for Occasional Teachers. TECT and TSU will be negotiating as one joint team for all OTs on the TCDSB Roster. Before anything can happen, there will be a survey sent to all OTs (hopefully sooner than later), seeking your input. Following that there will be an callout for OTs who wish to be part of a committee looking at the surveys, researching past agreements, writing new language for the new collective agreement and preparing the initial proposal.

Stay tuned for updates regarding Local Bargaining.

Please ensure that you keep “in the loop” by activating your [tsuoecta.ca](mailto:tsuoecta.ca) email account, if you have not done so. Also, spread the word to your fellow OTs to activate their accounts.

It is my responsibility as OTR to, not only chair the bargaining committee, but also advise and assist the Executive on all matters pertaining to OTs. Thus, always email me or call with any questions, concerns, clarifications or advice that you wish to be addressed.

**Mark your calendars!**

**November 20, 2020**

**Virtual Workshop**

**A Day in the Life of an Occasional Teacher**

**Details to follow—check your TSU email**



“Occasional teaching is very rewarding, but also very challenging. At every turn, the occasional teacher is tested, pushed, strained, and stressed by many factors. These factors make getting through the day in one ‘professional’ piece, with sanity and a love of teaching intact, difficult, to say the least. To survive, occasional teachers have to be patient and tolerant, have a good sense of humour, have a thick skin, and be very flexible.”

*-From an Open Letter from an Occasional Teacher in OTF's Survive and Thrive*

TS\*YOU is published bimonthly by the Toronto Secondary Unit of the Ontario English Catholic Teachers' Association and is the result of the collaborative efforts of the members of the communications committee:

**C. Loben, A. Orino,  
D. Schmidt(Chair), V. Tuzi**

Editorial Policy:

In accordance with the TSU by-laws, TS\*YOU publishes opinions and other items of interest to our members as Catholic teachers from a variety of viewpoints. The Editorial Board must approve articles prior to publication. The editor may edit articles for reasons of length. The opinions expressed are those of the authors, not of OECTA-TSU as a whole.

Anonymous material will not be published, although names may be withheld on request.

## TSU POINT PERSON

### CONTACTS:

Please contact the following colleagues using Board email regarding issues related to the topic connected to their name:

**Paul Di Prospero:** WSIB, Short Term Disability, Joint Technology

**Rene Jansen in de Wal:** Joint Health & Safety, Long Term Disability

**JoAnne Maher:** Daily Occasional Teachers

**Lucia Taddio:** Professional Development Funds PD Processor

**Angela Tersigni:** COVID-19 Related Accommodations, Occasional Teachers, Grievances

**Veronica Tuzi:** Maternity & Parental Leave, Professional Development Funding

**Maria Ferrulli:** Beginning Teachers

**Steve Watson:** Human Rights, Related Work Experience, Deferred Salary

## The Right Way: Your Day as a Teacher in an Occasional Position

1. Enjoy your day!
2. Be Punctual. Arrive at least 15 minutes before the morning bell as per the Education Act.
3. Ask questions if you do not know.
4. Check for any oncalls
5. Follow lesson plans outlined by the teacher, as closely as possible.
6. Leave the classroom in the condition in which you found it.
7. Identify work completed and work substituted.
8. Leave a note for the teacher regarding your day. All written comments need to be professional and factual in nature.
9. Thank all persons who assisted you during the day.
10. Leave the school at least 15 minutes after the end of the school day as per the TCDSB policy.
11. Check in at the office before you leave.

### More About Occasionals...



A qualified Occasional Teacher is someone who: by reason of circumstance or by personal choice is employed by the Board as a Substitute Teacher (not a SUPPLY):

- (a) Teacher shall mean a person who is a member of the Ontario College of Teachers.
- (b) Occasional Teacher means a teacher who is employed by the Board to teach as a substitute.
- (c) Long Term Occasional Teacher shall mean an occasional teacher who has been given an assignment lasting 15 or more days and who has a received a letter of appointment.

#### TSU Mission Statement

TSU, in cooperation with Divine grace and in solidarity with the Catholic community, serves the professional and contractual needs of its members.

#### CORE VALUES

Dignity of the Individual\*  
Professionalism\*  
Catholic Education\*  
Faith Based Community

#### VISION

- To be a proud community of Catholic educators
- To collectively establish and protect members' rights
- To create, maintain, and broaden respectful and collegial relationships with partners in Catholic education
- To have a commitment to strategic planning cycles
- To have established effective communications
- To network with the broader community
- To model Christ by supporting each other as brothers and sisters
- To assist in professional and spiritual development of our members
- To be effective Catholic advocates of social justice in the broader community



#### 2020-2021 TSU Executive

<b>Pete McKay</b>	President
<b>Gillian Vivona</b>	Past President
<b>Angela Tersigni</b>	1st Vice President
<b>Paul Di Prospero</b>	2nd Vice President
<b>Brian Iwasiwka</b>	3rd Vice President
<b>JoAnne Maher</b>	OT Representative
<b>Joseph D'Addario</b>	Treasurer
<b>Veronica Tuzi</b>	Recording Secretary
<b>Julianna Conforti</b>	Councillor
<b>Maria Ferrulli</b>	Councillor
<b>Richard Gallacher</b>	Councillor
<b>Dave Szollosy</b>	Counsellor
<b>Sabina Barbagallo</b>	Executive Assistant
<b>Hayley Damecour</b>	Office Assistant

# Warning Teachers!

## Do Not Risk...

- Being the object of false accusations
- Immediate suspension from your teaching duties
- Loss of pay
- Being physically injured and having to spend time in recovery
- Being subjected to a Children's Aid Society investigation
- Being investigated by police and possible charges (even if dropped, this will have "tainted" you)
- Investigation by the College of Teachers, publication in the "Blue Pages", possible discipline or loss of your teaching certificate
- BECAUSE THIS IS WHAT IS HAPPENING TO OUR MEMBERS!!

## Never...

- Restrict a student from leaving your classroom or blocking an exit
- Touch a student even in a friendly or reassuring way

## Always...

- Let any student leave your classroom, regardless of their frame of mind
- Contact the office to let them know a student is roaming
- If you cannot gain immediate communication with the office, file a Hazardous Workplace Report (in this publication)

## Be advised...

- Every school has an association representative, who can assist you with any concerns/difficulties you may encounter during the day
- If you're called into a meeting, please ensure that you ask the following questions before the meeting starts:

Who will be there? What is this about? Will I have union representation? How long will the meeting run? Should I bring any materials?

- If an Occasional Teacher wants representation, they are entitled to it.



## Be Wary, Be Wise!

Be professional at all times.

Let that be your watchword.

Never put your hands on the students, because this could be easily misinterpreted.

Use correct language so that you may not be misquoted.

Commonsense must always prevail.

If you experience problems with a difficult class, seek administrative assistance ASAP without delay.

Don't wait.

If there is an incident of any kind, which is disturbing to either you or the students, please inform the administration (not the secretary or another teacher) about it.

### TSU Email

If you have not done so, please visit <https://tsuoecta.org/member-login/>. To gain access to the member section you will need to sign in with your [firstname.lastname@tsuoecta.ca](mailto:firstname.lastname@tsuoecta.ca) and your SAP number, which will be your temporary password.

After you have signed in, you will be prompted to complete a quick form and reset your password. You will receive your own [tsuoecta.ca](mailto:tsuoecta.ca) email for all latest updates. You will also be able to forward all TSU emails to your personal email address if you wish—this is strongly advised, so as to ensure that all union information reaches you in a timely manner.

It is important to stay informed of all upcoming events and information.

For assistance logging into your TSU account or resetting your password, please contact our service provider, Union Strategies Inc.— Technical Support Line at: 647-776-0950, anytime between Monday – Friday, 9:00 a.m.-5:00 p.m.

# Distressed Teacher Protocol

## *Administrative Duties and Responsibilities*

Procedures shall be consistent with current TCDSB policies including the *Police Protocol* and *Respectful Workplace*, as well as statutory regulations including the *Ontario Human Rights Code* and *Ontario Occupational Health and Safety Act*.

## *Steps Involved in Addressing a Distressing Situation in a School:*

- Remove the distressed teacher from the distressing situation
- Ensure that the teacher's class is covered
- Ensure that the distressed teacher is able to communicate privately with their teacher rep or union designate
- Determine whether or not police and/or ambulance should be called
- Access WSIB Form 6 or 8 and forward to teacher for their completion, if required. Explain to the teacher the importance of filling this out as a proactive measure towards their physical well-being
- Ensure that additional support is provided for the distressed teacher as needed (i.e. ride home, call to family member, clinic, hospital, etc)
- Call the police if required (Police/School Board Protocol 2008: "If a principal believes that 'balance of probabilities' suggest that a criminal activity with a connection to a school has occurred, the Principal must report this incident to the Police.") This may include teacher assault as well as teacher bullying/harassment
- Follow up with the distressed teacher in a timely manner. Within 24-48 hours, the Principal shall meet with the distressed teacher and union designate in an effort to effectively resolve or begin to resolve the distressing situation
- Follow-up with the school community, specifically the affected teachers, by communicating to them pertinent details, as required

The TCDSB Harassment and Discrimination policy is committed to "providing a work environment where women, men, and children can live in decency and dignity without fear of being exploited or harmed

**Effective follow-up may include the following suggestions** (this is not an exclusive list):

- Facilitating the co-ordination of lesson planning and/or leave of absence as required to avoid undue stress to the teacher
- Implementing corrective action and changes to the workplace to ensure a safe working environment
- Providing accommodations as indicated by law, board policies and protocols, and/or medical professionals
- Informal or formal mediation as outlined in the *Respectful Workplace* policy, if suitable
- On-going education (PD) for all school community members
- For additional support, please visit us at [www.tsuoecta.org](http://www.tsuoecta.org)

## **Publications, Advisories, Policies, & Procedures**

TSU has selected a sampling of publications, advisories, policies and procedures as references and guidelines, from OECTA, Ontario College of Teachers, and Toronto Catholic District School Board, to assist you in your teaching career.

## **Education Act**

**18.01 Any teacher making an adverse comment about another teacher must insure that a written copy of the complaint be provided to the teacher within 72 hours.**

**Teachers are advised to act appropriately and professionally when interacting with other teachers.**

**OECTA Publications** [www.catholicteachers.ca](http://www.catholicteachers.ca)

1. Appropriate and Professional Use of Electronic Communications.
2. Building Positive Relationships with Parents.
3. Relationships, Appropriate and Professional.
4. Reporting Abuse, Teachers and the Child and Family Services Act.
5. Managing Stress and Promoting Wellness.
6. Quick Tips for Managing Stress.
7. On Thin Ice, Maintaining Professional Boundaries.
8. Safety in School, What You Should Know.

*(continued on next page)*

# Highlights from the Occasional Teacher Collective Agreement

## Article 7 — Occasional Teacher List

**REMOVAL FROM OT LISTS 7.08** — (b) Any occasional teacher who works less than twenty (20) days by the end of any school year will be removed from the occasional teachers' roster/list. The twenty (20) days will be pro-rated when an occasional teacher is away on a statutory leave, medical or compassionate leave as approved by the Board, or date of hire. Such pro-ration shall commence as of January 1st; two (2) days less per month after said date. (January—twelve (12) days; February — ten (10 days, etc)), calculated at two (2) days per month.

Any occasional teacher who has Basic Tim Class (BTC) of less than 60% is required to work twenty (20) days by the end of any school year or he/she will be removed from the occasional teachers' roster.

**\*\*OTs need to work 20 days to stay employed by a school board.\*\***

**SUSPENDED OR REMOVED FROM SCHOOL 7.09** — (b) In the event that the Board decides that an Occasional Teacher is suspended or removed from the school/workplace where an allegation originated due to Children's Aid Society or police investigation or other reasons, the Board shall promptly inform in writing the Occasional Teacher and the President of the Association of such. Subject to the severity of the allegation, the Occasional Teacher shall then be afforded an opportunity to add another school/workplace to his/her profile.

If the Occasional Teacher is suspended or removed from the Occasional Teachers' Roster entirely, where possible, the Board shall promptly inform, in writing, the Occasional Teacher and the President of the Association of such.

**Subject to non-verification by the Society or Police Services Department the Board will continue to reimburse the Occasional Teacher for the period of suspension or removal from the Occasional Teachers' Roster based on the aggregate number of days worked over the previous twelve (12) months, excluding summer months, and compensate the member at his/her daily rate for each day that the member was suspended or removed from the Occasional Teacher's Roster.**

**REQUESTING LEAVES OF ABSENCE — 7.14 (b)** In addition, leaves lasting 20 school days or more shall be requested in writing to the Human Resources Department. The request shall include the dates of commencement and of return from the leave. In any event, such leave shall not extend beyond 2 consecutive school years.

**DUTIES AND RESPONSIBILITIES — 7.17(a)** An occasional teacher will be assigned only those instructional and supervisory duties of the teacher being replaced or such equivalent duties which the principal might otherwise assign.

## ARTICLE 7 — OCCASIONAL TEACHER LIST continued:

**7.17 (e)(i)** Occasional Teachers shall receive a minimum of one half (1/2) day's pay.

*(continued on next page)*

*Publications, Advisories, Policies &*

*Procedures continued*

**Ontario College of Teachers  
Professional Advisories [www.oct.ca](http://www.oct.ca)**

1. Use of Electronic Communication and Social Media
2. Duty to Report
3. Responding to the Bullying of Students
4. Safety in Learning Environment, A Shared Environment
5. Teacher's Responsibility Regarding Safety
6. Professional Misconduct

## **TCDSB Policies and Procedures**

[www.tcdsb.org](http://www.tcdsb.org)

### **Safe Schools**

1. S.S.04 Access to Pupil Information
2. S.S.04 Alcohol and Other Drugs
3. S.S.09 Appendix A: TCDSB Student Code of Conduct
4. S.S.09 Appendix B: Police School Board Protocol
5. S.S.11 Bullying Prevention and Intervention
6. S.S.07 Dress Code for Pupils
7. S.S. 12 Fresh Start
8. S.S.10 Progressive Discipline
9. S.S.01 Suspension and Expulsion
10. S.S.14 Trespass
11. S.S.13 Victim's Rights

### **Human Resources**

1. H.M.24 Catholic Equity & Inclusive Education Policy
2. H.M.25 Charter of Rights of the Family
3. H.M.19 Conflict Resolution
4. H.M.37 Appendix A: Workplace Violence incident Reporting Form
5. H.M.14 Harassment and Discrimination
6. H.M.17 Occupational Health and Safety
7. H.M.36 Workplace Accommodation for Employees with Disabilities

**(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 be expected to report to the school at the start of the instructional day and fulfill duties as assigned by the principal or designate.

#### **ARTICLE 11 — ACCESS TO RECORDS**

**11.04(a)** Any letter of discipline to be placed in a teacher's file shall be copied to the Superintendent of Education for the school where the incident occurred as well as the Superintendent of Education, Human Resources.

**11.04(b)** The parties agree that the Board shall, in a timely manner, convene a meeting between the Board, the occasional teacher and the Unit President or designate to discuss the matter.

#### **ARTICLE 12 — SEPARATE SCHOOL SUPPORT — Catholic supporter**

#### **ARTICLE 13 — REMUNERATION 13.01 (a) daily occasional teacher rate**

**13.02(b)** Occasional teachers on long-term assignments shall submit to the Human Resources Department of the Board (i) their QECO 5 statement of evaluation. **Teachers must submit QECO 5 or they will be paid at A0/A1.**

**13.02(d)** An occasional teacher in a longer-term assignment **who before the end of their assignment** has meet all of the conditions required for a higher placement as per the QECO 5 evaluation process, is entitled to the appropriate adjustment in salary retroactive to the first day of the assignment.

**13.03(d)** For the purposes of determining years of experience, a year shall mean 188 full days worked. **Experience to be credited each September.**

**13.05(b)** When claiming LTO pay for a daily assignment that has gone beyond fourteen (14) days, the claim must be made within ninety (90) days of the assignment officially ending.

#### **MISCELLANEOUS**

**13.06** A travel allowance of \$8.00 per day shall be paid to an occasional teacher replacing an itinerant teacher. This travelling allowance shall also be applicable where an occasional teacher is assigned to more than one school during the same school day.

#### **ARTICLE 14 — BENEFITS**

**14.01(a)** An occasional teacher is entitled to participate in the benefits plans set out in this clause effective September 1, 2014 provided the occasional teacher has worked at least fifty (50) days for the Board in the previous school year, and the occasional teacher is available for work as required by Article 7.

1. Occasional Teachers who taught 50 days in previous school year are entitled to health and dental benefits under 14.01(a) provided member enrolls with OTIP within the specified timeline (premiums paid by Board). This coverage is from September 1-August 31.
2. Occasional Teachers who do not qualify under 14.01(a) (50 day rule) can access benefits under the following:  
a) if a member is in a long-term assignment they will be entitled to benefits with OTIP as long as the assignment lasts; b) a member can purchase the benefits and pay the premiums as per the terms.
3. An Occasional Teacher who is enrolled in the benefit plan under 14.01(a) and completes a long-term assignment during the year, **MUST** ensure that their benefits continue after the long-term assignment is completed under the benefit plan under 14.01 (a).

#### **ARTICLE 15 — REPORTING PAY**

**15.01** For greater clarity, in order to be paid for any assignment an occasional teacher must obtain a SEMS number.

#### **ARTICLE 18 — BEREAVEMENT LEAVE**

An occasional teacher, **on a long-term assignment**, is entitled to bereavement leave, without loss of pay or deduction from sick leave for the following:

**18.01(a)** Immediate family (details in Article) up to 5 days

**18.01(b)** Extended family (details in Article) up to 2 days

#### **ARTICLE 19 — JURY DUTY OR SUBPOENA**

An occasional teacher, on a long-term assignment, who is absent by reason of summons, subpoena, witness, jury duty will suffer no loss in pay or deductions from sick leave.

#### **ARTICLE 20 — EXAMINATION OR GRADUATION**

An occasional teacher, on a long-term assignment, for the purpose of writing an examination or teachers' graduation or that of immediate family without loss of pay.

#### **ARTICLE 21 — PROFESSIONAL DEVELOPMENT**

**21.02** A qualified occasional teacher who has worked as an occasional teacher for at least 50 school days in the previous school year and who has not participated in a

professional activity day under clause 21.01 in the current school year may, subject to confirmation of attendance, request payment for participation in an approved professional activity or for participation in the training program.

## ARTICLE 22—MISCELLANEOUS

**22.05 i)** An occasional teacher assigned to the Msgr. Fraser College Over 21 Program shall be placed on the occasional teacher seniority list/roster.

**ii)** An occasional teacher assigned to the Msgr. Fraser College Over 21 Program for the academic year shall be deemed to be on a Board approved leave. During such leave, the occasional teacher will be placed on Board leave status on the Roster for the academic year without loss of seniority or loss of any experience gained since January 1, 2013.

## APPENDIX F Letter of Intent Board SEMS/Smartfind Review

1. It is understood that the following established practices will continue during the life of this collective agreement:

a) The Profile form, produced by the Board, is available to every occasional teacher in electronic/online form. A hard copy of the Profile Form is provided to any occasional teacher, upon request.

b) The occasional teacher can change his/her Profile Form pursuant to Article 7.05.

c) The Profile Form contains the following parameters:

i) selection of a minimum of ten (10) schools to a maximum of twenty (20) schools;

ii) Selection based on preferred divisions (primary, junior, intermediate, and senior);

iii) Selection based on qualifications and subject areas (French, Music, Vocal/Instrumental, Physical Education, Special Education)

d) The call-out process is based on the above parameters selected by the Occasional Teacher on the Profile Form.

e) A decline occurs when a member accesses the system with their Access ID and Password and hangs up or declines with or without providing a decline code.

i) If a member accepts a daily occasional assignment during the call-out period after having declined one (1) or more assignments, the decline(s) are negated;

ii) A multiple day assignment, if refused, constitutes a single decline;

iii) If a member declines an assignment outside the Profile Form, this does not constitute a decline;

iv) A hang up, an answering machine, a cancellation, or a no answer does not constitute a decline.

f) The Board shall inform the Association of any modifications to the Profile Form or to the SEMS/Smartfind software.

g) The Board and TOTL shall include a SEMS/Smartfind review as part of Article 9 meetings.

2. Geographic boundaries have been changed to reflect Superintendency boundaries (8).



# Sick Days, Short Term Leave and Disability Plan—Occasional Teachers

Angela Tersigni, 1st Vice President

With the amalgamation of Occasional Teachers in the Toronto Secondary Unit (TSU), I thought it best to clarify the Sick Leave allocation and process as it relates to your specific employment contract with the TCDSB.

## **DAILY OCCASIONAL TEACHERS**

Daily Occasional Teachers do not have access to Sick Days or the Short Term Leave and Disability Plan. If you are unwell or need a personal day, the expectation is that you book yourself off on SEMS.

If you require an absence of 20 or more consecutive days, then you must seek approval for a leave. This was never a problem in the past but given today's shortage of OTs the Board might deny such a leave. **Please refer to the Occasional Teacher Collective Agreement, Article 7.14 (b).**

If you require a longer consecutive absence, please call the TSU Office at 416-644-5502, ext 125. You may also contact Paul Di Prospero ([pdiprospiero@tsuoecta.org](mailto:pdiprospiero@tsuoecta.org)), TSU 2nd Vice President, or JoAnne Maher ([jmaher@tsuoecta.org](mailto:jmaher@tsuoecta.org)), TSU Occasional Teacher Representative.

## **LONG TERM OCCASIONAL TEACHERS**

### ***What Was***

Previously, for 5 or more consecutive absences, the TCDSB referred members to Manulife, a third party adjudicator, to have the absence adjudicated. Members were assigned a Manulife case manager. This process ensured confidentiality of medical documentation and information.

This is no longer the case!

### ***What Is***

Now, the third party adjudicator has been removed and the School Board now receives the supporting medical documentation and is entitled to make reasonable follow up requests and seek reasonable periodic updates. Please do not speak with anyone from the Sick Leave Department without union representation. Inform the caller to schedule a date and time for a teleconference with both yourself and your association representative, Paul Di Prospero.

If you are going to be absent for a lengthy period of time, contact Paul Di Prospero at TSU: 416-633-5502 ext 125 and/or [pdiprospiero@tsuoecta.org](mailto:pdiprospiero@tsuoecta.org) for important and accurate information on the process for initiating a Short

Term Leave. He can guide you through the process from beginning to end.

Let's start at the beginning...

### **Sick Leave Days**

Every Long Term Occasional teacher is allotted a pro-rated amount of **11** sick days for personal illness and injury use during the term of the Long Term Assignment. The pro-rated amount depends on the length of your Long-Term Assignment. The SEMS code for personal illness days is **code 10**. These days are paid at 100% of salary and all days must be exhausted prior to accessing the Short Term Leave Days (a pro-rated amount of an additional 120 days). There are no exceptions.

Medical documentation will be required for **ALL** absences of 5 or more consecutive days. This is the case whether the 5 consecutive absences occur **within** the 11 day (pro-rated) allotment of personal illness days or beyond the 11 day (pro-rated allotment).

The medical form that must be used is included in Part A, Appendix B of the Collective Agreement and it is the obligation of the employer (TCDSB) to provide you with this form. Please inform Paul immediately if the Board sends you a different form. If needed, he will provide you with the correct one. Only pages 1 and 2 need to be completed for the absence (it's not as much as it sounds). Pages 3 and 4 are completed only if a return to work IF accommodations are needed. Otherwise, have your doctor check the N/A boxes.

Upon completion of this form, it is recommended that you send it to [mdbenefits@tcdsb.org](mailto:mdbenefits@tcdsb.org) as a **scanned e-mail attachment**.

**DO NOT PROVIDE THIS FORM TO YOUR ADMINISTRATOR, SUPERINTENDENT, OR SECRETARY. DO NOT SHARE ANY MEDICAL INFORMATION WITH YOUR ADMINISTRATOR OR SUPERINTENDENT.**

When all 11 personal sick days (or the pro-rated allotment) are exhausted, the TCDSB will send you an e-mail notice to this effect. No reply is necessary. They are simply meeting their obligation under the Collective Agreement to inform you.

**Needing More Than the 11 Day (Pro-Rated) Allotment? —Short Term Leave and Disability Plan**

Several inquiries have been received from members fearing that the end of the 11 days (or pro-rated number of days) means that they will not be paid or that their pay will be significantly reduced for any additional use of personal sick days. When your pro-rated sick days are used up, you can still use code 10. As stated previously, you will now be accessing your Short Term Leave Days (a pro-rated amount of an additional 120 days).

For each additional personal illness day beyond the 11 day (pro-rated) allotment, the rate of pay is 90% of salary whether used as a single or consecutive days.

Zero pay can only be assigned where there is evidence of a culpable absence (fraudulent).

For example, if you have used all 11 (or pro-rated amount) personal illness days and then need another day or two because you have a cold, you still use a cold 10. You will be paid at 90% of salary for each day.

As was mentioned previously, supporting medical documentation is required for 5 days or more consecutive absences. As stated above, only one form can be used to support a medical leave. This document is found in the TSU Collective Agreement—Part A, Appendix B. Please note that only a **medical** doctor can complete this document. Only a **prognosis** for your illness is required—**not a diagnosis**. Prior to submitting this completed form (4 pages), it is highly recommended that you call TSU in order to review the process.

A scanned copy of this documentation is sent only to [mdbenefits@tcdsb.org](mailto:mdbenefits@tcdsb.org)—no one else! A Short Term Leave Support Clerk will confirm the receipt of your supporting medical documentation and will assign your file to a Short Term Disability Leave Supervisor (TCDSB). The Supervisor will contact you and may request additional information. It is crucial that you do not share diagnosis or other medical information with this person. It is best to ask what information they require and call TSU for advice. Once again, it cannot be stressed enough the importance of having union representation during any conversation regarding your sick days/leave. Inform the caller you will continue with any conversation once a teleconference is scheduled and your union representative is included.

When you are ready to return to work, please contact TSU. A member cannot return to work without medical clearance. If you are returning **without accommodations**, (full teaching duties), the process is quite simple and quick. **If accommodations are needed** to assist you with your teaching duties, a return to work meeting must take place **prior** to your return to work. The TCDSB (Short Term Leave Supervisor) has 10 working days to schedule a return to work meeting as per the Collective Agreement. It is helpful, where possible, if you can submit return to work documentation (Part A—Appendix B) 10 days prior to the return to work date stated by your doctor.

Your Short Term Leave and Disability Supervisor, principal, you, and Paul meet to discuss the implementation of a return to work plan based on the cognitive and/or physical restrictions and limitations your doctor has noted on the medical form. It is our expectation that accommodations be put in place **prior** to your return to work to maximize the potential for a successful and sustainable return to work. This is supported by accommodation legislation.

### **Other Absence Days**

There are other days that **do not** come out of any sick day allotment. These include bereavement, quarantine, jury duty, etc. **Please refer to the Occasional Teacher Collective Agreement, Articles 18, 19, 20 and 21.**

We know that this is a great deal of information. Review it several times at your own pace and please call with any questions you have. It is better to ask us, than to make a mistake with an administrator and/or the Board.

With all said and done, we wish you good health for you and your family from your representatives at TSU.



# Workplace Injury/Illness Protocol

The following sequence of events should occur after a worker has an accident/injury in the workplace:

1. The worker shall report the accident to the worksite supervisor (Principal or delegate) immediately.
  - A WSIB **Form 8** should be completed and forwarded to WSIB by the physician who examines the injured worker. This medical form must be provided to WSIB to support any absences from work due to the workplace injury or to support any accommodations required for a safe return to work. If accommodations are required, Page 2 of WSIB Form 8 identifies a few limitations/restrictions. Form 8 should be completed immediately following the accident/injury or as soon as possible.
  - Code in any absences related to workplace injury/illness using **Code 50**.
  - If accommodations are required when returning to work, an accommodation meeting must occur prior to a worker's return and TSU must be informed of the meeting and provided the opportunity to attend.
2. The worksite supervisor (Principal or delegate) must complete an **Accident Investigation Report** (internal TCDSB form) with your assistance and submit such to the employer (Sick Leave and Disability Department) where a WSIB Form 7 will be generated. Request a copy.
3. The employer shall complete and submit a WSIB **Form 7** with **72 hours** of notification of the accident.
4. The employer shall provide the worker with a copy of WSIB Form 7,
5. The worker shall complete a WSIB **Form 6** once a copy of the WSIB Form 7 has been received from the employer. **This should be done with the guidance of TSU.**
6. Should the accident/injury/illness be a result of any **HAZARD**, the worker and/or the worksite supervisor (Principal or designate), where the worker is unavailable, shall fill out a **Health and Safety Workplace Hazard Report**.
  - The worksite supervisor (Principal or designate) receives the original copy
  - The worker receives a copy
  - A copy is placed in the worksite's H&S Binder

—The worker shall forward a copy to TSU

Should the accident/injury/illness be the result of **WORKPLACE VIOLENCE** (as defined by the Occupational Health & Safety Act):

i) the worker shall fill out a **Health and Safety Workplace Hazard Report** ensuring that a copy goes to:

- the worksite supervisor
- the worker
- the worksite's Health and Safety Binder
- TSU

ii) the worker shall request a threat assessment in order to develop a **safety plan**

iii) the employer shall complete a **Violent Incident Report** to be submitted to the Ministry of Education.

Keep written notes. Write down a detailed description of your accident/violent incident. Get statements from witnesses. This is important especially if you need to file a WSIB claim.

Workplace violence committed by students also requires the worker to fill out a Safe Schools **Progressive Discipline Incident Report** and contact the police should there be reason to believe that a criminal act has occurred.

**Document any and all telephone conversations with WSIB. Do not have any telephone conversations with WSIB or the School Board without union representation.**





## HEALTH AND SAFETY WORKPLACE HAZARD REPORT

*Please use this form to bring your health and safety concerns to the attention of your Principal*

<b>Date</b>		<b>Employee</b>
<b>School</b>		<b>Room/Other Location</b>

*To be completed by the Employee:*

<b>CHECK the appropriate hazard concern</b> <i>Please use a separate form for each hazard.</i>	<b>Briefly describe the hazard</b>
Asbestos	
Biological (Example: mould)	
Chemical	
Electrical	
Environmental (indoor air quality, ventilation)	
Explosion	
Fire	
Ladders and Scaffolding	
Physical (noise, vibration, temperature, radiation)	
Safety Lockout / Confined Space	
Slips and Falls	
Tools / Equipment / Machine Guarding	
Workplace Violence	
Workstation Design (ergonomics)	
OTHER (Specify)	

*To be completed by the Principal:*

Follow Up	
<b>SAP #</b>	<b>Called in on (date)</b>
If SAP # is required – please indicate	

INSTRUCTIONS	
For the Employee	For the Principal
1. Use a different form for each hazard to be described	1. Receive the form
2. Fill in the form with a brief description of the hazard	2. Complete the follow up section
3. Make two photocopies of the form	3. File the form in the Health and Safety Binder
4. Give one copy to the principal. Keep one for yourself	

*Original – Principal*



*Copy – Health and Safety Binder (In the Main Office)*  
**(Revised October 2010)**



*Copy – Employee*

Please e-mail a copy to your Designated Worker Member

# WORKERS' COMPENSATION & COVID-19: Exposure Reporting

# COVID-19

## WORKPLACE EXPOSURE TO CORONAVIRUS:

If you believe that you may have been exposed to the coronavirus while performing your work duties, you should complete a WSIB Worker's Exposure Incident Form (FORM 3958A).

### When to complete this form:

- Intended for voluntary use when an unplanned workplace incident exposure has occurred or is believed to have occurred<sup>(1)</sup>.
- No diagnosis nor symptoms are required to complete this form.
- The purpose of this form is to obtain information about the exposure incident experienced by a worker should an illness or disease occur in the future.
- Instructions on where to send this form are indicated on the form.

### Where to find this form:

- The Worker's Exposure Incident Form (FORM 3958A) is available on the WSIB's website: [https://www.wsib.ca/sites/default/files/documents/2019-12/3958a\\_07\\_16\\_fs.pdf](https://www.wsib.ca/sites/default/files/documents/2019-12/3958a_07_16_fs.pdf)

### For assistance completing the Worker's Exposure Incident Form please contact:

- Your Union
- The Ontario Federation of Labour (OFL):  
1-800-668-9138
- The Office of the Worker Adviser (OWA):  
1-800-435-8980

### SOME EXAMPLES OF POSSIBLE WORKPLACE EXPOSURE SITUATIONS:

- Custodial workers sanitizing healthcare equipment in clinic areas, waiting and patient rooms, where confirmed cases of COVID-19 are being treated.
- Grocery store workers stocking shelves or working at the customer check out in a store where it is later confirmed to have had an exposure of coronavirus (customer or co-worker).
- Transit operators providing public transportation where social distancing is challenging, in semi-confined space.

### WHAT IF I AM DIAGNOSED WITH COVID-19 AS A RESULT OF WORKPLACE EXPOSURE TO CORONAVIRUS?

When an injury or illness happens on the job, the Workplace Safety and Insurance Board (WSIB) provides compensation such as wage-loss benefits, medical coverage and support to help people recover and get back to work.

For more information on worker's compensation for COVID-19 please see our fact sheet entitled "Workers' Compensation & COVID-19: Know your Reporting Rights & Responsibilities."

sl/cope343

PREVENTION LINK   
333 DISABILITY PREVENTION AT WORK 

LIGHTHOUSE INITIATIVE   
333 PREVENTION LINK

   
333 preventionlink.ca





Reporting to the Principal - Safe Schools Incident  
Reporting Form - Part I



Report No:	<b>CONFIDENTIAL</b> <b>SAFE SCHOOLS INCIDENT REPORTING FORM - PART I</b>
Name of School:	
1. Names of pupil(s) Involved (If known)	
2. Where the Incident Occurred (check one)	<input type="checkbox"/> A Location in the School or on School Property (please specify) _____ <input type="checkbox"/> At School-Related Activity (please specify) _____ <input type="checkbox"/> On a School Bus (Route #) _____ <input type="checkbox"/> Other Location (please specify) _____
3. When the Incident Occurred	Date: _____ Time: _____
4. Type of Incident (check all applicable)	<b>Activities for which expulsion must be considered under section 310(1) of the Education Act</b> <input type="checkbox"/> Possessing a weapon, including possessing a firearm <input type="checkbox"/> Using a weapon to cause or to threaten bodily harm to another person <input type="checkbox"/> Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner <input type="checkbox"/> Committing sexual assault <input type="checkbox"/> Committing robbery <input type="checkbox"/> Trafficking in weapons <input type="checkbox"/> Trafficking in illegal drugs <input type="checkbox"/> Giving cannabis to minor <input type="checkbox"/> Giving alcohol to a minor  <b>[Note: Boards must specify on this form any other activities for which the board may expel according to board policy.]</b> <input type="checkbox"/> Possession of explosive substance <input type="checkbox"/> Serious or repeated misconduct <input type="checkbox"/> Refractory conduct <input type="checkbox"/> Conduct injurious to the moral tone of the school or to the physical or mental well-being of others

## ACCIDENT INVESTIGATION REPORT – FOR STAFF INJURIES



### TO BE COMPLETED BY SUPERVISOR/PRINCIPAL

#### INTENT OF THE FORM:

This form is intended to provide information regarding workplace accidents or occupational disease, accident trends and to provide targets for corrective action. The information provided will also be used to fulfill reporting obligations under the authority of the Workplace Safety and Insurance Act. The long term effects should be: improved Occupational health, reduction in the number of accidents and a healthier and safer workplace.

#### INSTRUCTIONS:

Complete within 2 working days and submit to the Benefits & Compensation Department, CEC. If this is a fatality, \*critical injury, or is fire/explosion related, **IMMEDIATELY PHONE** the Occupational Health & Safety Department at extension 26652674.

**PART A/B GENERAL INFORMATION/INJURED WORKER IDENTIFICATION**  
(Self explanatory)

**PART C INJURY INVESTIGATION**

- describe clearly how the worker states the accident occurred.
- state the activity at the time of the incident (e.g. walking to portable and why).
- give exact location (e.g. doorway, room number, etc.)
- explain main causes which contributed to the incident (e.g. weather conditions, degree of haste, lack of access, visibility)

#### TYPE OF CLAIM

- check "Lost Time" if the person does not return by the next work day following the injury

#### TREATMENT HISTORY

- check only one option and provide Doctor's name or Hospital as applicable.

**PART D WSIB CLAIM INFORMATION**

- answer questions to the best of your knowledge while providing any additional information relevant to the incident.

**PART E PREVENTIVE ACTION**

- indicate action taken or intended to prevent a similar accident from occurring.

**PART F AUTHORIZATION**

- it is required that the Supervisor/Principal sign and date form after completion.

**PART G RECURRENCE**

- answer questions to the best of your knowledge while providing any additional information relevant to the incident.

#### DISTRIBUTION:

To be returned to the Benefits & Compensation Department at the C.E.C. Please FAX to (416) 229-7051. A photocopy should be retained for the school/department files.

*Note: The personal information on this form is collected under the authority of the Occupational Health and Safety Act Sections 51, 52 and 53, Section 5 of the Industrial Regulations and Section 21 of the Workplace Safety and Insurance Act. Questions should be directed to the Senior Manager, Benefits & Compensation Department, Toronto Catholic District School Board, (416) 222-8282, ext. 2643.*

*\*Critical Injury is defined as an injury of a serious nature that places life in jeopardy, produces unconsciousness, results in substantial loss of blood, involves the fracture of a leg or arm, involves the amputation of a leg, arm, hand or foot, consists of burns to a major portion of body or causes the loss of sight in an eye.*

The attached **Worker's Exposure Incident Form** (form 3958A) is intended for voluntary use when an unplanned workplace incident exposure has resulted from a leak, spill, explosion, release, or an unexpected contact with a chemical or other substance. The event may have exposed workers to an infectious, chemical or other substance. The purpose of this form is to obtain information about the exposure incident experienced by the worker should an illness or disease occur in the future.

The **Worker's Exposure Incident Form** should be completed if you have experienced an unplanned workplace exposure where there has been:

- no lost time
- no illness

**If you are experiencing any illness needing medical treatment, (such as diagnostic tests, prescribed medication or ongoing treatment) please complete a Worker's Report of Injury/Disease (Form 6).**

Forms should be completed and forwarded to:

**By Mail**

Workplace Safety and Insurance Board  
Occupational Disease and Survivor Benefits Program  
200 Front Street West, 4<sup>th</sup> Floor  
Toronto, Ontario M5V 3J1

**By Fax**

416-344-4684  
1-888-313-7373

**To report an exposure incident by telephone** or for questions concerning the Worker's Exposure Incident Reporting Form, please contact us at:

Toll Free: 1-800-387-0750  
Local Calling: 416-344-1000  
Web site: [www.wsib.on.ca](http://www.wsib.on.ca)  
TTY: 1-800-387-0050

## *A Teacher's Prayer Before Class*

*You, O God, are my strength,  
My patience, my light and my counsel.  
It is you who make responsive to me  
The students confided in my care.  
Abandon me not to myself for one moment.*

*For my own conduct and for that of my students,  
Grant me the spirit of wisdom and understanding,  
The spirit of knowledge and piety,  
The spirit of holy fear in you,  
And an ardent zeal to procure your glory.*

*I unit my efforts to those of Jesus Christ,  
The Master Teacher,  
And I beg all the saints in Heaven  
To assist me in the exercise of my teaching ministry.  
Amen*



## *Beatitudes for Teachers*

Blessed are you who are called to teach, for you walk in the footsteps of the Master.

Blessed are you who sow peace and harmony in the staffroom, yours will be the joy of the Lord.

Blessed are you who plant seeds of hope in youthful hearts, for you will inherit the dawn.

Blessed are you who are sensitive to the cries of youth today, for they yearn for the coming of the Kingdom.

Blessed are you when you anguish now because your students are difficult, for one day they will thank you for your loving concern.

Blessed are you when efficiency is moderated by compassion and empathy, for the deeper secret of education is yours.

Blessed are you when you reach out to Me in your students, for you will surely find Me and rejoice.

Blessed are you who lead young people in the paths of justice and peace, for you will shine like stars for all eternity.



*St. Mary's College*