

LONG-TERM OCCASIONAL TEACHERS

IMPORTANT REMINDERS & TIPS



Updated September 2024

WHAT YOU WILL FIND IN THIS GUIDE:

Long-term Pay	Pg. 2
<ul style="list-style-type: none">• How is experience calculated?• What if I have applied and am waiting for an updated QECO Evaluation?• Where can I find the salary grids?	
Long-term Occasional Teacher Benefits	Pg. 3
<ul style="list-style-type: none">• When will I be able to access my long-term benefits plan?• What if I am in a partial-day long-term assignment?	
Sick Leave for Long-term Occasional Teachers	Pg. 3
Bereavement Leave for Long-term Occasionals	Pg. 4
<ul style="list-style-type: none">• How do I enter an absence?	
Expectations for PD Days	Pg. 4
<ul style="list-style-type: none">• Do I have to attend the full PD Day, if I am in a partial day long-term assignment?	
Expectations for Report Cards	Pg. 4
<ul style="list-style-type: none">• Can I receive training on completing report cards?• What if my LTA has ended and the returning teacher responsible for completing the report cards asks for my assistance?	
Expectations for Parent Teacher Interviews	Pg. 5
On-call Assignments (Applies Only to Secondary LTAs)	Pg. 5
End of a Long-term Assignment	Pg. 6
<ul style="list-style-type: none">• What if my long-term does not have a pre-defined end date?• What if my long-term assignment ends earlier than expected?• What if I need to withdraw from a long-term assignment?• What if I am interested in a different long-term that gets posted?	
Employment Insurance (EI) Benefits	Pg. 6

Congratulations on obtaining a long-term occasional teaching assignment!

In this guide, you will find a series of helpful tips and reminders to assist you to understand your rights and responsibilities, while on your LTA.

OTs on long-term assignments in WECD SB elementary schools are members of the Windsor-Essex Elementary Unit (WEE)

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Questions?

If you have any questions about any of the topics in this guide or any other concerns, please reach out to the Local OECTA Office for support!

All Windsor-Essex occasional teachers are represented by Bill Rollo, Occasional Teacher Staff Officer.

Please refer to contact information in the header, at the top of [Page 1](#).



LONG-TERM PAY

Occasional teachers on a long-term assignment shall be paid according to their placement on the salary grid, based on years of experience (step 0-11) and category placement (A0-A4).

Long-term grid pay is paid out at a daily rate per teaching day, calculated at 1/194 of the applicable grid rate.

The number of payable teaching days per paid period is outlined in the Pay Schedule found in the shared WECD SB Occasional Teacher Google Drive.

OTs are responsible for providing their QECO rating and any teaching experience they have accumulated outside of WECD SB to the Human Resources department.

Calculating Pay - Example

As of September 1, 2024, a teacher in an Elementary long-term assignment has an A4 QECO rating and 5 years of experience.

Elementary salary grid placement = \$82,397

**Daily rate per teaching day:
\$82,397 / 194 = \$424.72**

How is experience calculated?

As per *Local Terms (Part B), Article 19* - Long-term occasional teachers shall be placed at the appropriate step on the salary grid, according to the experience they have, inclusive of all daily and long-term occasional teaching days and submitted experience from outside the WECD SB as of September 1st of the school year.

- 0-79 accumulated days = no additional year of experience
- 80-159 accumulated days = 0.5 additional year of experience
- 160-190 accumulated days = 1.0 additional year of experience
- Uncredited days will accumulate year to year.

What if I have applied and am waiting for an updated QECO Evaluation?

For members who have applied for an updated QECO rating but are waiting on confirmation, the Board will pay retroactively at the new QECO placement, back to the date of application.

Upon submission of their updated QECO rating, members are to provide the Board with proof from QECO showing the date that the application was submitted, and the Board will retroactively pay out earnings at the appropriate grid placement, backdated to the application date.

There is a QECO Update Form found in ebase that must be completed to submit your update QECO rating to the WECD SB.

Where can I find the salary grids?

The salary grids may be found in the shared Occasional Teacher Google Drive.

Long-term salary will also be listed at the bottom right corner of your first long-term pay stub.

Note: At the outset of the 2024-2025 school year, the Board will continue to use the 2021-2022 salary grid figures, until salary increases for the 2022-2026 Collective Agreement have been settled through arbitration. Once 2022-2026 salary rates have been calculated, the Board will adjust pay retroactively.

LONG-TERM OCCASIONAL TEACHER BENEFITS

When an occasional teacher is placed in a long-term assignment covering for the same teacher for 3 consecutive months or greater, they have access to long-term benefits.

Benefit coverage is in effect as of the first day of the qualifying long-term assignment and ends the last day of the long-term assignment.

Our benefit plans are provided by the [Ontario Teachers Insurance Plan \(OTIP\)](#).

The long-term benefits plan is available to occasional teachers in **qualifying long-terms of 3 consecutive months or greater.**

When will I be able to access my long-term benefits plan?

SCENARIO 1:

Qualifying long-term assignments with a defined end date

When an OT is placed in an LTA of 3 months or greater with a defined end date, WECD SB Payroll will notify OTIP when they process the first pay period of the eligible long-term.

Occasional teachers who qualify for benefits will receive an OECTA ELHT Benefit Plan enrolment package by email from OTIP.

SCENARIO 2:

"Until Further Notice" long-term assignments

If an OT is placed in an LTA that does not have a defined end date, such as "Until Further Notice," they will not have access to benefits until the LTA surpasses the 3-month mark, at which time Payroll will notify OTIP, and the OT will receive an enrollment email from OTIP.

Upon enrollment, the OT may remit any eligible benefit claims, retroactive to the first day of the LTA.

Qualifying members must wait until they receive their enrollment email to submit claims and are reminded to save any receipts for eligible claims.

Once OTIP confirms benefit eligibility and access is granted to the online portal, members will be able to submit claims dated back to the first day of the eligible long-term assignment.

If there is any change, such as name, adding a spouse or child, or even removing a spouse, teachers must notify OTIP within 31 days of the date of change. If they do not, they will not be permitted to change their policy.

What if I am in a partial-day long-term assignment?

OTs in partial day long-term assignments do not have full benefit coverage. Benefit coverage is pro-rated to the full-time equivalent of the LTA. IF the OT wishes to have benefit coverage, the OT is accountable for the balance of the benefit premiums. For example, if an OT is in a half-day (0.5 FTE) LTA, they would be responsible for 50% of the premiums. If the OT does not wish to have coverage or pay premiums, they may decline coverage. The OT is responsible for notifying OTIP whether they want to pay the premiums or not.

The OTIP Benefit Guide Booklets are posted on weot.ca under the [Resources](#) tab.

SICK LEAVE FOR LONG-TERM OCCASIONAL TEACHERS

Occasional teachers in long-term assignments are able to access sick leave for their own personal illness and medical appointments only. Long-term occasional teachers may not use sick leave for an illness of another family member.

As per *Central Terms (Part A), Article 4* - An occasional teacher on a full-day long-term assignment for the full school year is entitled to:

- 11 sick days paid at 100% of their salary
- 120 Short Term Leave and Disability Plan (STLDP) days paid at 90% of salary, which may be utilized after the 11 sick days have been exhausted.

Available sick leave is proportional to the duration of the long-term assignment and accrued as the OT progresses through their LTA.

Calculating LTA Sick Leave allocations

If an occasional teacher is on a long-term that is less than the full year or less than 1.0 FTE

Sick day allocation = # of days in LTA x FTE of LTA / 194 days x 11 sick days

STLDP day allocation = # of days in LTA days x FTE of LTA / 194 days x 120 STLDP days

BEREAVEMENT LEAVE FOR LONG-TERM OCCASIONALS

Bereavement leave for long-term occasional teachers is covered under Local Terms (Part B), Article 8 - Leaves of Absence.

A Long-Term Occasional Teacher shall be granted:

- **up to three (3) working days leave of absence with pay** following date of death of a **parent, spouse, child, or sibling**.
- **one (1) day leave of absence with pay** following the death of an **aunt, uncle, in-laws, grandparents or grandchild**.

If a Long-Term Occasional Teacher requests additional leave, an additional day or days may be granted at the discretion of the Director of Education. Such day(s) may be with or without pay.

How do I enter an absence?

Please review the guides in the shared OT Google Drive for instructions on reporting absences:

Elementary Long-Term Absence Reporting Instructions:

<https://drive.google.com/file/d/1lwd2wUnmZ8zxlAkuwWEzYjcRwc8pZk6g/view?usp=sharing>

Secondary Long-Term Absence Reporting Instructions:

<https://drive.google.com/file/d/1-uqEJQFqOdMBQCSn9JdHDOB1byEsRc3j/view?usp=sharing>

When entering absences in EasyConnect for Bereavement, members are to use **Absence Code GR26 - Bereavement**.
There will be a prompt to add the relationship.

EXPECTATIONS FOR PD DAYS

As per *Local Terms (Part B), Article 22.01 (a)* - A Long-Term Occasional Teacher who is scheduled to work when there is a Professional Activity Day shall be required to participate in the scheduled professional activities and shall be paid for such day.

Do I have to attend the full PD Day, if I am in a partial day long-term assignment?

Long-term occasional teacher participation in PD Days is pro-rated, proportionate to the FTE or portion of day of the long-term.

For example, in a half-time (0.5) LTA, the OT must participate in 50% of the activities and shall be paid 0.5. The OT may voluntarily choose to participate in the fully scheduled professional activities, but will not be compensated for the full day.

Members in partial long-term assignments are to communicate with the principal and:

- **indicate that they are obligated to take part in only the respective portion of the scheduled professional activities, proportionate to their LTA.**
- **ask the principal to advise on which part of the day they should attend.** Some occasional teachers choose to attend the portion of the day of their school schedule, while others may adjust their participation, based on the day's agenda.

For PD Days that are half-day offsite, OTs in partial-day LTAs may not be required to attend in-person. OTs are advised to confirm with administration that their obligation is fulfilled in the offsite portion of the day.

EXPECTATIONS FOR REPORT CARDS

As per *Local Terms (Part B), Article 23.05*, Long-term occasional teachers are expected to prepare report cards when the LTA begins 2 weeks or more prior to the reporting period and/or ends within 2 weeks of the reporting period.

Can I receive training on completing report cards?

As per *Local Terms (Part B), Article 23.04* - Adequate information, assistance and/or in-service shall be provided to all occasional teachers on long-term assignments who shall be responsible for completing reports cards and/or any other required reports during the assignment.

If it is anticipated that a long-term occasional teacher will be required to complete report cards, they are advised to speak with their administrator to request training, particularly if they have not had experience with reporting.

Members who receive in-service training are to be released from classroom duties, and this training should not be scheduled during the teacher's prep time.

It is best to be proactive in making the request, so that the training can be scheduled with adequate time ahead of the reporting period.

What if my LTA has ended and the returning teacher responsible for completing the report cards asks for my assistance?

When a long-term assignment ends, the OT is required to leave all marks and anecdotal notes for the returning teacher.

A long-term occasional teacher whose assignments ends more than 2 weeks before the reporting deadline is not responsible for generating any report card comments.

In instances where the returning teacher asks for assistance, the OT may be called back by the principal to assist with the completion of Report Cards. This request needs to come from the principal.

In these instances, the occasional teacher is to be paid accordingly for the time spent at the school working on the reports.

Local Terms (Part B), Article 23.06:

Where the Principal/Vice Principal of the school requests that an Occasional Teacher who was on long-term assignment return to assist the regular teacher in the preparation of student reports, the Occasional Teacher shall be compensated for each full or half-day spent at the school at the casual Occasional Teacher rate of pay.

EXPECTATIONS FOR PARENT TEACHER INTERVIEWS

When parent teacher interviews are scheduled within the duration of a long-term occasional assignment, the OT is expected to be present for parent teacher interviews for an amount of time proportionate to the FTE of the long-term.

OTs in full-time LTAs (1.0 FTE):

If an occasional teacher is in a full day long-term assignment, **the occasional teacher is expected to be present at parent teacher interviews for 100% of the time.**

OTs in partial-day LTAs:

Occasional teachers in partial-day long-terms are **expected to be present at parent teacher interviews for a period of time, pro-rated to the length of the LTA.**

For example, an OT in an 0.4 FTE long-term assignment, is expected to be present at parent teacher interviews for 40% of the time.

OTs in partial-day LTAs are advised to communicate with their principal to confirm the window of time they will be available.

ON-CALL ASSIGNMENTS (APPLIES ONLY TO SECONDARY LTAs)

There are different on-call requirements for secondary long-term occasional teachers and daily occasional teachers working in casual assignments.

The collective agreement provision in *Local Terms (Part B), Article 1.14 (a) iii* for being assigned six (6) on-calls per semester applies only to daily assignments. It does not apply to long-term occasional teachers.

Long-term occasional teachers follow the schedule of the secondary teacher they are replacing, including the on-call provisions outlined in the Secondary Teachers' contract.

Secondary teachers work four (4) on-calls per year and may not be assigned more than two (2) on-calls per week.

If an OT is placed in a long-term position and the secondary teacher that they are covering has not been assigned any on-calls for the school year, the OT may be assigned a maximum of four (4) on-calls until the end of the long-term assignment.

# of on-calls already completed by the classroom teacher being replaced	4	3	2	1	0
# of on-calls the long-term occasional teacher may complete for the remainder of the LTA	0	1	2	3	4
Total on-calls	4	4	4	4	4

END OF A LONG-TERM ASSIGNMENT

What if my long-term does not have a pre-defined end date?

Throughout an “until further notice” long-term assignment, the OT’s ApplytoEducation calendar will be updated by HR, as the Board receives documentation from the teacher on leave regarding their expected return to work.

The OT remains in the LTA until they receive notification of an end date from HR.

The OT is not to rely on their ApplytoEducation calendar for their LTA end date.

What if my long-term assignment ends earlier than expected?

In the event that a classroom teacher returns to active duty earlier than the defined end date of the long-term assignment, the OT shall receive a minimum of two (2) days’ notice of the date that the assignment is ending, as per *Local Terms (Part B), Article 15.02*.

If 2 days’ notice is not provided, the Board will continue to pay the OT at the long-term occasional rate to make up for the 2 days and manually place the OT in an assignment for those day(s).

What if I need to withdraw from a long-term assignment?

As per *Local Terms (Part B), Article 15.03*, an occasional teacher who must withdraw from a long-term assignment shall, where possible, provide the Board a minimum of four (4) days’ notice in writing of the date of withdrawal.

Withdrawal from an LTA shall not prejudice an OT’s right to subsequent long-term assignments as they become available.

What if I am interested in a different long-term that gets posted?

As per *Central Terms (Part A), Article 17.3.2.2*, an Occasional Teacher shall be considered available for the assignment if said teacher has not already been assigned to another LTO position during the term of the LTO assignment being filled.

While any member is welcome and encouraged to apply to any long-term postings of interest, if a member is already in an LTA, they will not be considered for other long-term assignments with overlapping dates, since they are not available.

Members in LTAs who wish to be considered for an alternative long-term assignment would be required to submit notice of withdrawal from their current long-term, prior to the closing time of the new LTA posting.

While no OT who withdraws from an LTA can be prejudiced, there is also no guarantee that the OT would be the successful applicant or even in the top 3 to be considered. Members are cautioned that withdrawal from an LTA in order to pursue another long-term position could result in loss of access to regular work at grid rate, as well as loss of LTA benefits.

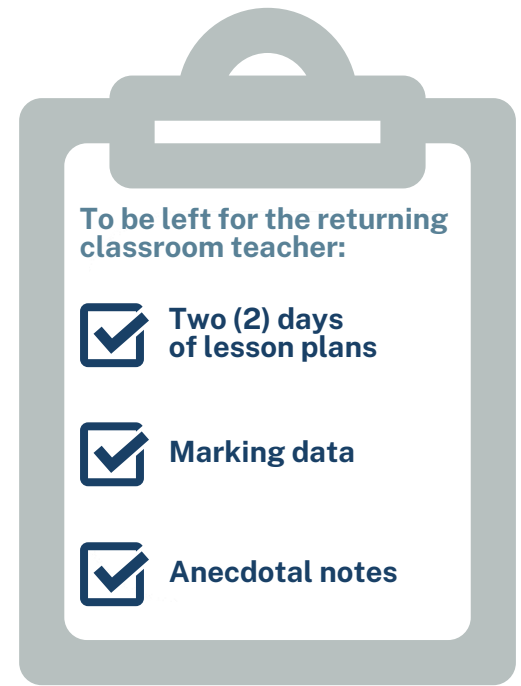
If they are not the successful candidate, the OT would return to daily OT work.

EMPLOYMENT INSURANCE (EI) BENEFITS

When in long-term assignments, breaks in the school calendar are considered “non-teaching periods,” so long-term occasional teachers are not paid by the Board during Christmas Break, March Break, etc.

While casual or daily occasional teachers are eligible for Employment Insurance Benefits (EIB) during non-teaching periods, long-term occasional teachers who are resuming an assignment after a break are deemed ineligible because they are considered to be working under a contract.

More information is available from Service Canada here:
<https://www.canada.ca/en/services/benefits/ei/ei-teachers.html>



Members are advised to contact Service Canada directly to inquire about their individual claim and reporting requirements.

Toll-Free: 1-800-206-7218

The hours of operation are 8:30 am to 4:30 pm local time, Monday to Friday.