



To: Elementary & Secondary Occasional Teachers
From: Callie McPherson, Team Manager - Occasional Teaching
Date: September 1, 2023

WELCOME BACK!

We hope you enjoyed a restful Summer holiday, and are thrilled to welcome all of our new occasional teachers, as well as those returning for the 2023/2024 school year! We are so grateful for your dedication to the students and schools in the OCDSB and appreciate you for being an integral part of our district.

Below you will find some helpful reminders as you begin the new school year, along with key contacts so you may direct your questions accordingly.

KEY CONTACTS

Elementary OT General Email - otlistelementary@ocdsb.ca
Secondary OT General Email - otlistsecondary@ocdsb.ca
Questions related to your new hire documents - newhiredocuments@ocdsb.ca
Questions related to your DOT position and/or how to apply - dotinquiries@ocdsb.ca
Payroll - payroll@ocdsb.ca Technical support - csc@ocdsb.ca

ACCEPTING OCCASIONAL TEACHING ASSIGNMENTS

Log Into the Apply to Education Simplification Link: <https://ocdsb.simplification.com/> (Log in using your current ATE credentials)

Easy Connect OT Manual: [CLICK HERE](#)

EasyConnect - JobBoard

- Assignments will be available on the JobBoard board at 8:00 pm up to thirty (30) days in advance.
- This means that you will be able to plan your schedule in advance around other commitments such as child care, medical appointments, etc.
- On the JobBoard you will be able to sort assignments based on date, assignment and location to help you plan your schedule as you see fit.

APPLYING TO LTO AND PERMANENT TEACHING POSITIONS

All LTO and Contract assignments will be posted on [Apply To Education](#). You will apply through your Apply to Education profile (The same profile you used for your OT application). LTO and Contracts are posted periodically throughout the year. Timelines will be shared by our staffing teams to the GEM Conference.

Important Note - When/if you are awarded an LTO assignment or Part Time Contract, you MUST block (add unavailability dates) to your Apply to Education calendar during the hours you

are scheduled to work in your LTO assignment/PT Contract. This will ensure daily calls for OT assignments only get sent to those OTs who are available to work. Not blocking your calendar creates a significant delay in the call system by calling those who are unavailable to accept assignments rather than just those who are available for work.

When hiring LTO and Contract positions, we are required to follow a defined process of consideration of candidates. If you are applying for a LTO or Contract position, it is very important you review the process at this link: [Hiring Considerations when staffing LTO and Contract Positions](#)

WHAT TO DO IF YOU ARE UNAVAILABLE TO WORK IN 23/24

If you require an extended leave of absence this year, please ensure you connect with a member of our team before your expected leave, and we will be happy to discuss your leave options with you.

Elementary OTs: otlistelementary@ocdsb.ca

Secondary OTs: otlistsecondary@ocdsb.ca

HOW MANY ASSIGNMENTS AM I REQUIRED TO WORK TO STAY ON THE OT LIST

Elementary - Article L10.04 Collective Agreement: OTs are required to work 20 assignments from September to June 1, to remain on the OT list.

Secondary - Article L11.05 Collective Agreement: OTs are required to work 3 assignments from September 1 to June 30 to remain on the OT list.

Note - an assignment does not need to be a full day. Ex; a half day assignment counts as 1 assignment towards the 20 / 3 requirement. Any day worked in a Long Term Occasional position is also credited towards your annual assignment requirement. Part time Contract teachers are exempt from the annual assignment requirement.

SELECTING YOUR PREFERRED SCHOOLS

Please ensure your Self-Selected schools are updated to reflect only schools you are interested in working in. The Easy Connect call out process will call you for assignments based on your self-selected sites. You can update your self-selected schools by selecting the EasyConnect Tab -> Occasional Preferences -> Edit Preferences -> Scroll to the bottom and select the checkbox beside the locations you would like to receive calls for. Note, we recommend selecting 10 or fewer locations.

CONTACT INFORMATION IN APPLY TO EDUCATION

Please ensure your personal information is up to date on Apply to Education. Most importantly, your phone number, home address and email address. People, Culture & Leadership as well as School Administrators will review your profile as you apply to vacancies. You can update your personal information by selecting Portfolio->Personal Info.

HOW TO ACCESS THE OT GEM CONFERENCE

[Elementary - Occasional Teacher Conference](#)

The PCL Elementary Occasional Teachers (OCEOTA) conference is a read only conference where you will find annual PCL bulletins and notices (e.g. leaves of absence, vacancy lists etc.).

[Secondary - Occasional Teacher Conference](#)

The PCL Secondary Occasional Teachers (OSSTF) conference is a read only conference where you will find annual PCL bulletins and notices (e.g. leaves of absence, vacancy lists etc.).

CHANGE IN YOUR NAME, ADDRESS, OR MARITAL STATUS?

Please click on [Change of Personal Information - Online Form 132](#) form. Once submitted, your information will be sent automatically to HR for updating. Please note that you must be connected to an OCDSB network to complete the form - or logged in through VDI

CHANGE IN BANKING INFORMATION?

Please click on [User guide - Banking Information Change Request Form](#) to request an update to your banking information through our Payroll department.

FREQUENTLY ASKED QUESTIONS GUIDE

[Elementary FAQ Guide](#)

[Secondary FAQ Guide](#)

OCDSB WEBSITE - OCCASIONAL TEACHERS PAGE

Please find additional information on the [Occasional Teachers Webpage](#)

WE ARE HERE TO HELP

People, Culture & Leadership: Occasional Teaching Contacts

Callie McPherson, Team Manager - callie.mcpherson@ocdsb.ca

Chelsey Latimer, HR Advisor - Secondary OTs - chelsey.latimer@ocdsb.ca

Cassandra Bennett, HR Advisor - Elementary OTs - cassandra.bennett@ocdsb.ca

Sherry Gesner, Staffing Dispatcher - dotinquiries@ocdsb.ca

Christine McCarthy, HR Assistant - christine.mccarthy@ocdsb.ca